

# HLC Bibliographic Specifications for Vendor-supplied Records E-Books

## Barcode Symbology

Codabar

12 digit plus a check digit

If **holdings information** is supplied, use MARC **852** field containing:

full call no. in subfield **h**

barcode in subfield **p** (**request range from HLC office**)

price in subfield **9**

NO subfield **a**

NO subfield **b**, or **request codes** from HLC office

**RDA format (preferred) or RDA-compatible format.**

## Records must include:

MARC 856 field, first indicator 4, second indicator 0:

URL in subfield **u**;

Patron-side text in **subfield z** containing name of subscribing institution: “Available for” followed by name of school or library and “here” or equivalent language.

006 and 007 fields constructed according to current bibliographic standards.

MARC 02x field containing identifying number; prefer ISBN (020); include both 13- and 10-digit forms if possible. Do not include ISBNs for any physical formats or electronic audio format.

Access point for main entry as specified in current bibliographic standards.

Transcribed title and statement of responsibility in MARC field 245.

MARC 250 field containing edition statement when applicable.

MARC 264 (preferred) or 260 field containing publication information:

Place, publisher or distributor name, date as specified in current bibliographic standards.

MARC 300 field containing “1 online resource” or similar description.

Series title where applicable in MARC fields 490 and 800/830, as specified in current bibliographic standards.

MARC 500 field: “May be available only to patrons of subscribing institutions.”

Subject Headings:

- Library of Congress Subject Headings (LCSH) and Library of Congress Genre/Form Terms (lcfgt) only; (LC subject headings for children’s literature acceptable if LCSH unavailable.)
- At least one subject heading required in each record;

- Use MARC fields 600, 610, 630, 650, 651, 655;
- Subfield v required for children's literature and adult fiction;
- Include MARC field 655\_7 Electronic books.\$2lcfgt

Place Lexile or Fountas & Pinnell levels, if included, in MARC field 521

Place Accelerated Reader data, if included, in MARC field 526

If other MARC fields are used, please contact the HLC office for correct content information.

**Vendors, please contact the HLC office for questions or further information.**

**Local: (806) 378-5205 ~ Toll-free: 800-687-9771**