

HLC Bibliographic Specifications for Vendor-supplied Records Print Materials

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:

For large print books only, include MARC field 007 containing the codes “tb”; no field 007 in records for regular print books.

MARC 02x field containing identifying number; prefer ISBN (020); include both 13- and 10-digit forms if possible.

Do not include ISBNs for audio book editions;
Do not include ISBN for large print edition in record for regular print edition;
Do not include ISBNs for regular print editions in record for large print edition.

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 with full physical description.

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

Subject Headings:

- Library of Congress Subject Headings (LCSH) and Library of Congress Genre/Form Terms (lcf) 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;

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 information.

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

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