HLC Bibliographic Specifications for Vendor-supplied Records

Video 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

Construct records using RDA format.

Records must include:

007 field constructed according to current bibliographic standards.

MARC 02x field containing identifying number; prefer UPC (024). Include ISBN (020) if available; include both 13- and 10-digit forms if possible.

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

Use MARC field 1xx only for educational material developed and presented by a single individual.

Transcribed title and statement of responsibility in MARC field 245 as specified in current bibliographic standards.

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.

All MARC fields specified in current bibliographic standards, including 041, 508, 511, 538, 546.

Subject Headings:
  • Library of Congress Subject Headings (LCSH) and Library of Congress Genre/Form Terms (lcgft) only; (LC subject headings for children’s literature acceptable if LCSH unavailable.)
  • At least one subject heading and one genre/form heading required in each record;
  • Use MARC fields 600, 610, 630, 650, 651, 655.
Access points in MARC field 7xx for all individuals and entities named in fields 245, 508, 511.

If further information about elements to be included or use of MARC fields is needed, please contact the HLC office.

Vendors, please contact the HLC office for questions or further information.
Local: (806) 378-5205 ~ Toll-free: 800-687-9771