

Cataloging Archival Collections: A Cheat Sheet

Created by Elliot Williams for OLAC workshop, October 2020

Fixed fields:

MARC Field/Position	OCLC Field	Value
LDR/06 Type	Type	<i>Always</i> p - Mixed materials
LDR/07 Bibliographic Level	BLvl	<i>Always</i> c - Collection
LDR/08 Type of control	Ctrl	<i>Always</i> a - Archival
LDR/18 Descriptive cataloging form	Desc	<i>Always</i> i - ISBD punctuation
008/06 Type of Date	DtST	i - Inclusive dates <i>or</i> k - Bulk dates
008/07-14 Date 1 and Date 2	Date 1 and Date 2	Dates of collection. If only one date, repeat as Date 1 and Date 2.
008/15-17 Place of publication	Ctry	Country/state code of repository
008/23 Form of item	Form	Use if the materials are reproductions or online
008/35-37	Lang	Language code for predominant language

Variable data fields:

MARC field	Element name	Guidance
040 \$e	Cataloging source - description conventions	Use \$e dacs or \$e rda

041	Language code	Repeat \$a for all languages in collection
043	Geographic area code	Repeat \$a for locations documented in collection
090	Local call number - LC-type	Can be used for LC classification of collection
099	Local call number - other	Can be used for local collection identifier
1XX	Creator	Record the entity who created or compiled the records. Use \$e creator or \$e compiler, as appropriate. Put additional creators in 7XX.
245	Title	Title of collection. Do not enclose devised title in brackets. Put title in \$a, inclusive dates in \$f, and bulk dates in \$g.
264 _0 \$c	Production dates	Record inclusive dates (if known) in \$c. Do not use \$a or \$b.
300	Extent	Record extent of collection. Can repeat \$a for parallel extent. Optionally, put number of units in \$a and type of unit in \$f.
33X	Content, Media, Carrier	Optionally, include 33X fields for material types found in collection.
506	Restrictions on access	Record any restrictions on access, or lack thereof.
520 2_	Scope and Content note	First indicator 2 for scope and content note; first indicator 3 can be used for abstract. Abbreviate as necessary.
540	Restrictions on use	Record any restrictions on use, or lack thereof.
545	Biographical or historical data	First indicator 0 for biographical sketch; first indicator 1 for administrative history. Abbreviate as necessary.
555 0_	Finding aid note	Provide a note indicating the existence of a finding or other collection guide. Include hyperlink in \$u, if available.
6XX	Subject access points	Record subjects as appropriate.

655	Genre/form access points	Record genre/form terms as appropriate.
710	Repository	Record the archival repository who holds the collection. Use \$e host institution.
7XX	Additional creators	If needed, record additional creators/compiler of the records. Use \$e creator or \$e compiler, as appropriate.
856 42	Link to finding aid	If finding aid is available online, record the url in \$u. Put link text in appropriate subfield. Can also include additional 856 fields for other, related online resources.

Resources:

- Describing Archives: A Content Standard <https://saa-ts-dacs.github.io/>
 - DACS to EAD and MARC crosswalk
https://saa-ts-dacs.github.io/dacs/09_appendices/03_appendix_c_crosswalks.html#dacs-to-ead-and-marc
- Encoded Archival Description Tag Library, Version EAD3
<https://www.loc.gov/ead/EAD3taglib/index.html>
 - MARC21 to EAD3 crosswalk
<https://www.loc.gov/ead/EAD3taglib/index.html#appendix-MARC21toEAD3>