

# Virtual AskQC Office Hours

2xx fields, not just a title

OCLC Metadata Quality  
August 2022



## Housekeeping

This session is being recorded



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This session is being recorded  
All session recordings, slides, and notes are available at [oc.lc/askqc](https://oc.lc/askqc)

The screenshot shows the OCLC AskQC website interface. At the top, there is a navigation bar with the OCLC logo, a search bar, and links for 'Release Notes', 'System Status Dashboard', and 'Contact OCLC Support'. Below the navigation bar, the page title is 'Previous AskQC office hours' with a sub-header 'Last updated: Apr 26, 2022'. A search prompt 'Find past AskQC office hour recordings and supporting materials:' is displayed above a table. The table has three columns: 'Date', 'Title', and 'Supporting material'. It lists two office hours: one for March 2021 and one for February 2021. Each entry includes links to recordings, slides, and summaries.

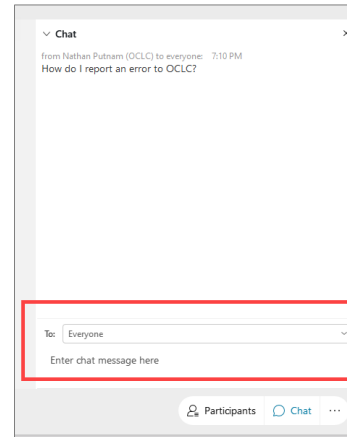
Date	Title	Supporting material
March 2021	PCC and OCLC	<ul style="list-style-type: none"><li>• <a href="#">WebEx recording - March 9</a></li><li>• <a href="#">WebEx recording - March 18</a></li><li>• <a href="#">Presentation slides</a></li><li>• <a href="#">Summary and member questions</a></li></ul>
February 2021	7xx linking needs	<ul style="list-style-type: none"><li>• <a href="#">WebEx recording - February 9</a></li><li>• <a href="#">WebEx recording - February 18</a></li><li>• <a href="#">Presentation slides</a></li><li>• <a href="#">Summary and member questions</a></li></ul>

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Enter questions in chat to “Everyone” at any time during the presentation



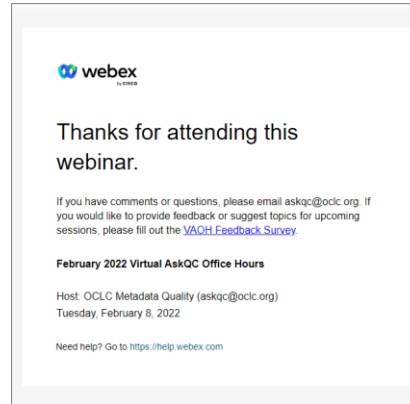
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**After the session, you will receive an email with a link to an optional survey**



## On the call today



**Cynthia Whitacre**  
Senior Metadata  
Operations Manager



**Charlene Morrison**  
Database Specialist



**Robin Six**  
Database Specialist



**Megan Johnson**  
Database Specialist



**Bryan Baldus**  
Consulting  
Database Specialist

# 2xx fields, not just a title

**Robin Six**  
Database Specialist

**Charlene Morrison**  
Database Specialist

## 21x-24x fields

- The 21x-24x fields contain the title of the work, expression, or manifestation and the variant and former titles that apply to that manifestation.
  - Title on prescribed source
  - Title that collocate works
  - Titles that distinguish different works or expressions
  - Titles for continuing resources

Today, I'll be covering the fields 210-247, which are the title related fields and later in the presentation Robin will be walking us through the other 2xx fields.



## 210 Abbreviated Title

- The title of an item as abbreviated for purposes of indexing or identification
- Used with Continuing Resources
- Indexed: Yes
- Transfer in merge: No
- PCC records: May not be added to and/or edited
- Optional field (full and minimal level records)
- Repeatable field

An abbreviated key title is supplied by ISSN centers based on [field 222](#). Other abbreviated titles are supplied by cataloging agencies, including abstracting and indexing services. The abbreviated title is either created by the agency supplying the field or taken from the item.

Title and Keyword index

## 222 Key Title

- ISSN national centers use field 222 for a unique title assigned to a continuing resource (serial or integrating resource) in conjunction with an International Standard Serial Number or ISSN in field 022.
- Used with Continuing Resources
- Indexed: Yes
- Transfer in merge: No
- PCC records: May not be added to and/or edited
- ISSN National Centers use only (full and minimal level records)
- Repeatable field

The title is formed from title information transcribed from a piece of the continuing resource and is constructed with qualifiers to make it unique when necessary. National centers assign ISSNs and key titles. You may enter the ISSN and key title if you are inputting a new record and the ISSN and key title are clearly labeled on the item. If you are inputting a record for a microform or photocopy reproduction, you may transfer the ISSN and key title from the record for the original item to the record for the reproduction.

Indexes: Derived title, title, unique serial title, and keyword indexes

## 210 & 222 Examples

- ISSN Center assigned abbreviate and key titles  
210 0 Plant prot. bull. ‡b (Faridabad)  
222 0 Plant protection bulletin ‡b (Faridabad)
- Other cataloging agency assigned abbreviated title  
210 0 Newsl ‡b (Calif Med Assoc)

## 240 Uniform Title

- Together with the name in fields 100, 110, or 111, the preferred title forms the authorized access point that identifies an item especially if it has appeared under varying titles.
- Indexed: Yes
- Transfer in merge: No
- PCC records: May not be added to and/or edited
- Required if applicable (full and minimal level records)
- Not a repeatable field

It also distinguishes similar works and expressions.

Indexes: Derived title, title, uniform title, and keyword indexes

## 240 Examples

- Authorized access point formed by the 100 and 240 fields

100 1 Farrenc, Louise, †d 1804-1875, †e composer

240 10 Quintets, †m piano, violin, viola, cello, double bass, †n no. 1,  
op. 30, †r A minor

- Authorized access point formed by the 110 and 240 fields

110 1 United States. †b Congress. †b Senate. †b Committee on Banking,  
Housing, and Urban Affairs, †e author

240 10 Financial Stability Oversight Council annual report to Congress (2013)

## 242 Translation of Title by Cataloging Agency

- A title that is a translation of the title proper by the cataloging agency.
- Indexed: Yes
- Transfer in merge: No
- PCC records: May not be added to and/or edited
- Optional (full and minimal level records)
- Repeatable field

If a translated title appears as a parallel title on the item, use field 245 or field 246 as appropriate. Use only for translations, not transliterations.

Indexes: Title and keyword indexes

## 242 Example

- Translation by cataloging agency of a journal title  
242 00 Annals of chemistry. ‡n Series C, ‡p Organic chemistry and  
biochemistry ‡y eng  
245 00 Anales de química. ‡n Serie C, ‡p Química orgánica y  
bioquímica : ‡b publicación de la Real Sociedad Espanola  
de Química

## 243 Collective Uniform Title

- A generic title constructed by the cataloger used to collect works by a prolific author.
- Indexed: Yes
- Transfer in merge: No
- PCC records: May not be added to and/or edited
- Optional (full and minimal level records)
- Not a repeatable field

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Field 243 was used for preferred titles of a collective nature (e.g., *Works*) that are not distinctive enough for an added title access point.

OCLC prefer use of [field 240](#) in place of field 243 when entering or replacing data in WorldCat records.

Indexes: Derived title, title, uniform title, and keyword indexes



## 245 Title Statement

- The title and statement of responsibility.
  - title proper
  - alternative title
  - parallel title(s)
  - other title information
  - remainder of the title page transcription
  - statement(s) of responsibility
  - part/section number and name
- Indexed: Yes
- Transfer in merge: No
- PCC records: May not be added to and/or edited
- Mandatory (full and minimal level records)
- Not a repeatable field

Indexes: Title, derived title, keyword, and name indexes

## 245 Examples

- Title with statement of responsibility and parallel title  
245 00 Betail et volaille / ‡c Bureau des statistiques de Québec = Livestock and poultry / Quebec Bureau of Statistics
- Title with part number and part title along with other title information  
245 00 Deutsche Bibliographie. ‡p Wöchentliches Verzeichnis. ‡n Reihe B, ‡p Beilage, Erscheinungen ausserhalb des Verlagsbuchhandels : ‡b Amtsblatt der Deutschen Bibliothek
- Title supplied by cataloger  
245 05 [The part of Pennsylvania that lies between the forks of the Susquehannah, divided into townships]

## 246 Varying Form of Title

- Varying forms of the title:
  - a title appearing on different parts of a resource
  - a portion of the title proper
  - an alternative form of the title
- Contribute to the further identification of the resource
- Indexed: Yes
- Transfer in merge: No
- PCC records: May be added to and/or edited
- Required if applicable (full level records)
- Optional (minimal level records)
- Repeatable field

For items containing several works but lacking a collective title, field 246 is used only for titles related to the title selected as the title proper, usually the first work named in the item. Titles related to other works are recorded in [field 740](#).

Indexes: Title, derived title, and keyword indexes

## 246 Examples

- Other title found on resource

245 10 Live at Moers Festival / ꞑc European Jazz Quintet.

246 1 ꞑi Additional title on container: ꞑa Live at International New Jazz Festival

- Parallel titles

245 00 Tekstiiliteollisuuden vuosikirja = ꞑb Textilindustrins årsbok = The Textile industry yearbook.

246 31 Textilindustrins årsbok

246 31 Textile industry yearbook

- Cover title

245 00 Monthly checklist of state publications.

246 14 State publications monthly checklist

## 247 Former Title

- A former title proper
- Used with Continuing Resources
- Latest entry: One cataloging record represents all former titles proper of a continuing resource
- Indexed: Yes
- Transfer in merge: No
- PCC records: May not be added to and/or edited
- Required if applicable (full and minimal level records)
- Repeatable field

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A former title proper is used when one cataloging record represents all former titles proper of a continuing resource (serial or integrating resource).

Enter each former title or title variation in a separate 247 field.

**Integrating resources:** Under RDA, catalog an integrating resource under the latest title, with former titles noted in field 247 in the same record.

**Serials:** Note that current cataloging for serials affected by major changes in title or preferred access point must be successive entry cataloging, using 780 and 785 fields in place of the 247 field.

Indexes: Title, derived title, and keyword indexes

## 247 Examples

- Loose-leaf integrating resource
  - 245 10 Credit unions sourcebook.
  - 247 10 Credit unions new sourcebook, ‡f <2013->
- Online database integrating resource
  - 245 00 Mental measurements yearbook with Tests in print.
  - 247 10 Mental measurements yearbook, ‡f <Feb. 13, 2004-Feb. 23, 2010>

Now that we've looked at the various title related 2xx fields, I'm going to hand it over to Robin to lead us through the other 2xx fields.

## 25x-28x fields

- Use the 25x-28x fields for descriptive information about the manifestation, other than title related data.
  - This includes the edition statement, descriptive information related to specific forms of materials, as well as imprint and other publication source information and addresses.

## 250 Edition Statement

- the edition statement is a word or phrase appearing in the resource that normally indicates a difference in either content or form between the resource and a related resource
- Supply an edition statement if different items have identical descriptions
- Indexed: No
- Transfer in merge: No
- PCC records: May not be added to and/or edited
- Required if applicable field (full and minimal level records)
- Repeatable field



## 250 Examples

- Edition statement with a statement of responsibility  
250 Second edition / ‡b revised by M.C.F. Proctor
- Statement indicating the pre-publication state of a resource  
250 [Advance uncorrected proofs]
- Cataloger supplied edition statement for a geographic edition  
250 [Ohio edition]

## 251 Version Information

- Information relating to the version of a resource, preferably taken from a controlled vocabulary
- Indexed: No
- Transfer in merge: No
- PCC records: May not be added to and/or edited
- Required if applicable field (full and minimal level records)
- Repeatable field

## 251 Examples

251 Author's original †2 [version term source code]

251 Draft †2 [version term source code]

251 †3 Executive summary †a Preliminary draft †2 [version term source code]

## 254 Musical Presentation Statement

- In AACR2 cataloging, field 254 was used for the musical presentation statement for printed or manuscript music
- In RDA cataloging, use field 250 for musical presentation statements, which are now considered to be edition statements. Prefer the use of field 250 for all new cataloging.
- Indexed: No
- Transfer in merge: No
- PCC records: May not be added to and/or edited
- Required if applicable field (full and minimal level records)
- Not a repeatable field

## 254 Examples

- Pre-RDA musical presentation statements

254 Study score

254 Miniature score

254 Jászópartitúra = Playing score

## 255 Cartographic Mathematical Data

- Mathematical data associated with cartographic material, including a statement of scale, statement of projection, and/or a statement of bounding coordinates
- For celestial charts, it may also contain a statement of zone, declination data, and/or right ascension data, and/or equinox
- Indexed: Yes
- Transfer in merge: No
- PCC records: May not be added to and/or edited
- Required if applicable field (full and minimal level records)
- Repeatable field

## 255 Examples

255 Scale 1:24,000

255 Scales differ ; ‡b polar stereographic projection

255 Scale not given ‡c (W 150°--W 30°/N 70°--N 40°)

255 Scale approximately 60 mm per 1° ‡d (Zones +90° to +87°, +87° to +81°, +81° to 75° ...-27° to -33° ; ‡e equinox 1950, epoch 1949-1958)

## 256 Computer File Characteristics

- Computer file characteristics that include the type of file (e.g., Electronic program) and the number of records, statements, etc. (e.g., 1250 records, 5076 bytes)
- Per AACR2, this area is no longer used for electronic resources
- Indexed: No
- Transfer in merge: No
- PCC records: May not be added to and/or edited
- Required if applicable field (full and minimal level records)
- Not a repeatable field



## 256 Examples

- Pre-AACR2 examples

256 Electronic data (2 files : 800, 1250 records) and programs (3 files : 7260, 3490, 5076 bytes)

256 Electronic program (1 file : 200 statements)

256 Electronic programs (2 files : 4300, 1250 bytes)

## 257 Country of Producing Entity

- Name or abbreviation of the name of the countries, areas, etc., where the principal offices of the producing entities of a resource are located
- Entities in this instance are the production companies or individual named in the statement of responsibility in field 245 subfield †c
- MARC 21 records cataloged according to Archival Moving Image Materials have the full form of the name of the countries in field 257
- Indexed: Yes
- Transfer in merge: No
- PCC records: May not be added to and/or edited
- Optional field (full and minimal level records)
- Repeatable field

## 257 Examples

257 United States

257 Spain †a Italy †a Austria

257 [Place of publication not identified]

## 258 Philatelic Issue Data

- Information about stamps, postal stationery, and all other documents created and/or used to signify pre-payment or payment due for postal services
- Stamps or other labels resembling the material described above, but which have no postal value
- Cancellations or other marks created and/or used by a postal administration to show evidence of postal usage
- Material bearing one or more of the items described above
- Indexed: No
- Transfer in merge: Yes
- PCC records: May not be added to and/or edited
- Optional field (full and minimal level records)
- Repeatable field

## 258 Examples

258 Newfoundland : ‡b 5 pence

258 Nippon : ‡b 120

258 Canada : ‡b 1 cent, 5 cents, 10 cents

258 United States of America and other jurisdictions : ‡b various denominations

## 260 Publication, Distribution, Etc.

- Information relating to the publication, printing, distribution, issue, release, or production of a work
- Use field 264 for RDA cataloging, and prefer use of field 264 for all new cataloging
- Indexed: Yes
- Transfer in merge: No
- PCC records: May not be added to and/or edited
- Required if applicable field (full and minimal level records)
- Repeatable field

## 260 Examples

260 Santa Ana, Calif. : †b Doubleday Multimedia, †c 1973

260 Yerushalayim : †b E. Fisher, †c 744 [1983 or 1984]

- Resource started in 1964, changed place of publication from 1980-May 1993, then publisher in June 1993

260 Paris : †a New York : †b Vogue †c 1964-

260 2 †3 1980-May 1993: †a London : †b Vogue

260 3 †3 June 1993- : †a London : †b Elle

## 263 Projected Publication Date

- The projected date of publication used in bibliographic records for items that have not yet been published, but which have been cataloged as part of a Cataloging-in-Publication (CIP), National Serials Data Program (NSDP), or similar program
- Such advance information comes from the publisher
- Indexed: No
- Transfer in merge: No
- PCC records: May not be added to and/or edited
- National library and CIP participant use only (full and minimal level records)
- Not a repeatable field



## 263 Examples

- Date may be in the form yyyyymm or yymm  
263 201908  
263 2302

## 264 Production, Publication, Distribution, Manufacture, and Copyright Notice

- Statement relating to the publication, printing, distribution, issue, release, or production of a work
- Field 264 is useful for cases where the content standard or institutional policies make a distinction between functions
- Indexed: Yes
- Transfer in merge: No
- PCC records: May not be added to and/or edited
- Required if applicable field (full and minimal level records)
- Repeatable field

## 264 Examples

- Production

264 0 [Denver, Colorado?] : #b [producer not identified], #c [1940?]

- Publication

264 1 Washington : #b U.S. G.P.O., #c 1981-

- Distribution

264 2 [Place of distribution not identified] : #b Adirondack Distributors, #c 2012

- Manufacture

264 3 Nassau, Bahamas : #b Executive Printers of the Bahamas Ltd., #c 2012

- Copyright notice date

264 4 #c ©2009

## 270 Address

- Addresses and electronic access data (such as telephone, fax, TTY, etc.) associated with a bibliographic item
- Enter multiple addresses (such as mailing addresses or addresses corresponding to different physical locations of an item or facilities) in separate 270 fields
- Indexed: No
- Transfer in merge: No
- PCC records: May not be added to and/or edited
- Optional field (full and minimal level records)
- Repeatable field

And now I will pass it back to Cynthia

## 270 Examples

270 1 Gateway Publishing †a P.O. Box 786 †b North Adams †c MA †e  
01247 †k 1-414-664-9343 †m [info@prgguide.com](mailto:info@prgguide.com)

270 Bibliothèque américaine à Paris †a 10 rue du Général Camou †b  
Paris †d France †e 75007

270 †k 1-800-522-7116 †n 1-800-523-3494 (TTY)

270 P.O. Box 223 †b Broken Arrow †c OK †e 74013 †p Sgt. Kathy  
Hibner

## On the call today



**Cynthia Whitacre**  
Senior Metadata  
Operations Manager



**Charlene Morrison**  
Database Specialist



**Robin Six**  
Database Specialist



**Megan Johnson**  
Database Specialist



**Bryan Baldus**  
Consulting  
Database Specialist

# Thank you!

**The Next Virtual AskQC Office Hours**  
With Great Power Comes Great  
Responsibility: Editing Bibliographic Records

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Tuesday, 13 September at 10:00 AM Eastern  
Thursday, 22 September at 4:00 PM Eastern

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**Registration and session links**  
available at [oclc.org/askqc](https://oclc.org/askqc)

Send cataloging policy questions at  
any time to [askqc@oclc.org](mailto:askqc@oclc.org)



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