# Fixed Field Elements—Books

Below are some fixed field elements that apply to books. The name and abbreviation of the fixed field elements are listed as they appear in OCLC—other systems display these elements differently. Some fixed field elements are system-supplied and are not listed here. See [*MARC 21*](http://www.loc.gov/marc/bibliographic/ecbdhome.html) or [*OCLC bibliographic formats and standards*](http://www.oclc.org/bibformats/en/0xx.html) for the complete list of valid codes for each fixed field element.

Remember, fixed field elements are coded from information in the variable fields, so make sure they match!

**Type (Record type)**: Indicates format of material. Will be *a* for books.

**ELvL(Encoding Level):** Code indicating completeness of cataloging.

**Audn (Audience):** Enter appropriate code based on audience level of the item.

**Lang (Language code):** Enter appropriate code based on language of the text. See [*MARC code list for languages*](http://www.loc.gov/marc/languages/)*.*

Note: If the item is in English, use code *eng.* If the item is not in English, the code here should match the language noted in MARC tag 546.

**BLvl (Bibliographic Level):** Indicates whether the item is published as a monograph (complete in one part or in a finite number of parts) or serial (intended to be published indefinitely).

**Form (Form of item):** Enter appropriate code for form of item if applicable.

**Conf (Conference publication):** Indicates whether the item is a conference publication.

**Biog (Biography):** Enter appropriate code if applicable.

**Ctry (Country of Publication, etc):** Enter appropriate code based on the place of publication in MARC tag 260 or 264, subfield a. See [*MARC code list for countries*](http://www.loc.gov/marc/countries/)*.*

**Cont (Nature of Contents):** Indicates whether item contains certain types of material. Enter code(s) if applicable. Up to four codes may be used. Record the codes in alphabetical order.

Note: If the item is coded here as having bibliographical references, make sure to include a 504 note in the body of the record.

**GPub (Government Publication):** Indicates whether the item is a government publication. Enter appropriate code if applicable.

**LitF (Literary form):** Indicates whether the item is fiction or non-fiction. Code as applicable—may also code for some specific literary forms.

**Indx (Index):** Indicates whether item includes an index.

Note: If the item is coded here as having an index, make sure to include the appropriate 500 or 504 note in the body of the record.

**Desc (Descriptive cataloging form)**: Indicates the cataloging code used to create the record.

**Ills (Illustrations):** Codes should agree with the type of illustrations included in 300, subfield b. Up to four codes may be used. Record the codes in alphabetical order.

**Fest (Festschrift):** Indicate whether item is a festschrift (a collection of two or more essays or addresses, published in honor of a person, an institution or a society on the occasion of an anniversary celebration). Will usually be coded *0* (not a festschrift).

**DtSt (Type of Date/Publication Status):** Enter appropriate code based on date(s) in MARC tag 260 or 264, subfield c. Use code *s* if there is a single date in subfield c; code *t* if there is a publication date and copyright date.

Note: AACR records will have a single tag 260 with a date or dates in subfield c. RDA records may have multiple tag 264s with dates in subfield c.

**Dates (Date 1 and Date 2):** Enter date(s) as applicable from 260 or 264, subfield c.