**Tags automatically deleted with import into the SHARE database:**

015, 016, 025, 029, 055, 072, 096, 263, 506, 653, 654, 850, 919, 938

No need to manually delete any of these.

Let’s talk about some tags to make sure we keep. If you don’t know what it is, keep it. Err on the side of caution!

**007** should be in all records for audio recordings, videorecordings, maps, games, kits, electronic resources (pretty much anything but books and print magazines)

**040** should always be in the record showing the library who created the record and the libraries who have edited it. This is where we add the $b eng and the $e rda in RDA records.

**041** is the language code. Anytime you have a record in two or more languages, or something that has been translated from another language, include this tag in the record.

**042** is the authentication code and should be left. Ignore error messages about this field in MARC Report.

**043** The geographic area code should be left in the bib record. It is a coded field to show the geographic area when a subject heading has a geographic term in any form or position.

**Call Numbers** – Remember that we have approximately 480 branches in the SHARE database. You may use Dewey (**082, 092**) but another library may use Library of Congress (**050, 090**), National Library of Medicine (**060**), or a Government Document Classification number (**086**). Do not delete any of these even if you don’t need it.

**074** The Government document item number should be kept as well. Libraries with government document collections will need this number in the bib record.

We talked about standard numbers in a different session. Those numbers to keep are:

010 Library of Congress Control Number

020 International Standard Book Number

022 International Standard Serial Number – only in serial records

024 Other Standard Identifier like UPC or EAN

028 Publisher Number

This is not a comprehensive list. See Bibliographic Formats and Standards for a complete list with more detail. We will talk about a few others when we go through music audio recording cataloging in a few months.