

Formatted Contents Notes: MARC Tag 505

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SHARE

SHARING HEARTLAND'S AVAILABLE
RESOURCES EQUALLY

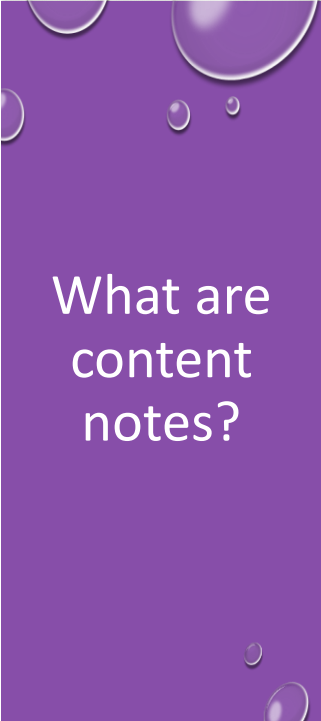
ILLINOIS HEARTLAND LIBRARY SYSTEM

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Topics

- What are contents notes?
- Why use contents notes?
- Types of contents notes
- Marc coding—indicators and subfields
- Recording contents notes
- Examples of contents notes

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What are content notes?

Contents notes contain the titles of separate works or parts of an item.

Content notes could be:

- ✓ Titles of separate works contained in an item
- ✓ Table of contents of a work
- ✓ Parts of a work
- ✓ Statement of responsibility

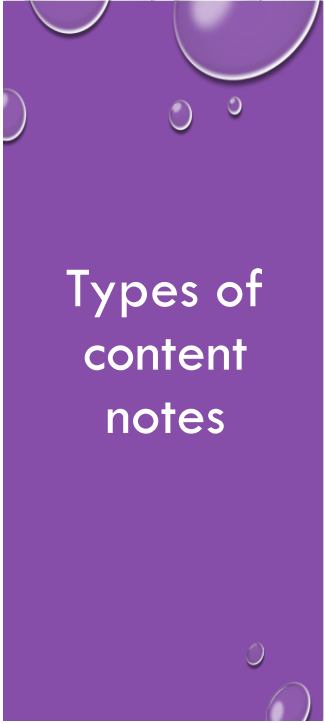
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Why use content notes?

- The use of enhanced 505 notes is strongly encouraged to **provide the level of detail allowed by RDA instructions.**
- Contents notes increase access to resources through keyword and/or indexed searches.

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Types of content notes

Basic (unenhanced): All information is coded in one subfield a. Searchable by keyword only

➤ MARC Coding: 505 – first indicator 0 – second indicator blank.

Enhanced: Titles entered in individual subfields
Searchable by keyword.

➤ MARC Coding: 505 first indicator 0 – second indicator 0.

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MARC tag 505 Contents Note

Indicators and Subfields

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1st indicator – Display constant control

- 0 ----- Contents
- 1 ----- Incomplete contents
- 2 ----- Partial contents
- 8 ----- No display constant generated

2nd indicator – Level of content designation

- BLANK --- Basic
- 0 ----- Enhanced

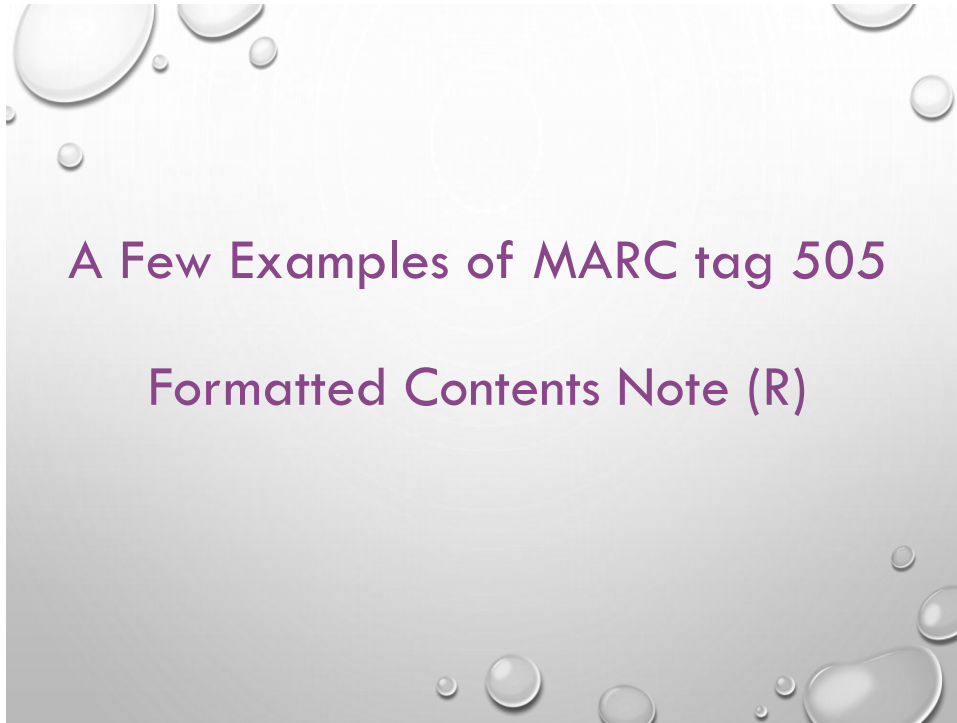
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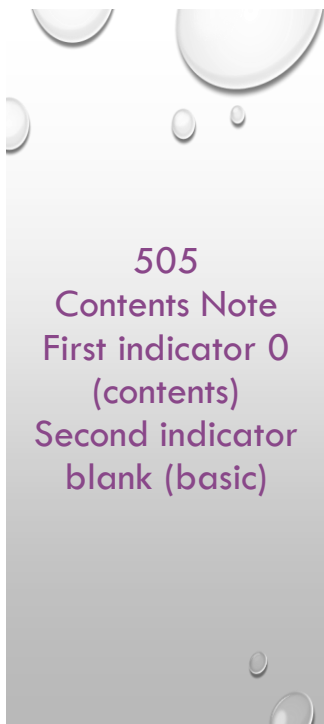
Subfields (r=repeatable nr=nonrepeatable)

- A – formatted content notes (NR)
- G – miscellaneous information (R)
- R – statement of responsibility (R)
- T – title (R)
- U - uniform resource identifier (R)
- 6 – linkage (NR)
- 8 – field link and sequence number (R)

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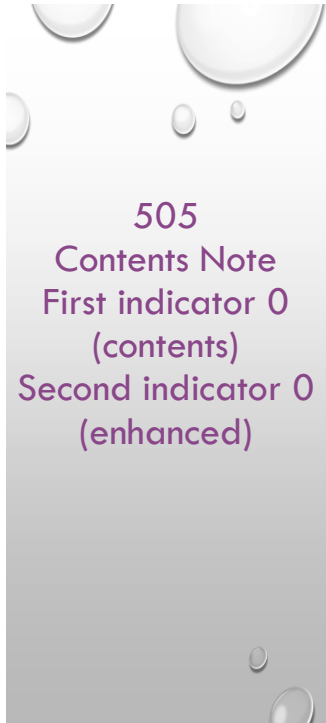


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A basic **non-enhanced** contents note for an item. All information is recorded in a single subfield **‡a**. Titles are searchable by keyword.

245 10 Walt Disney's Donald Duck. ‡p "Under the polar ice" / ‡c by Carl Barks. (Book of short stories)

505 0_ ‡a Under the Polar ice -- The watchful parents -- The good deeds -- Black Wednesday -- The wax museum -- Mastering the Matterhorn -- The master glasser -- Tight shoes -- Knights of the flying sleds -- Riding the pony express -- Want to buy an island? -- The Christmas cha cha.

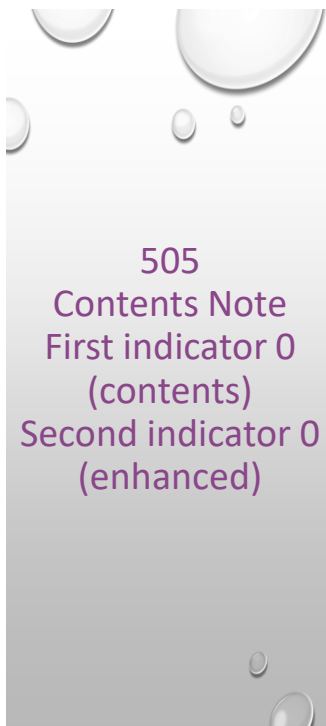


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A complete **enhanced** contents note for an item. Data is encoded with repetitions of the defined subfields other than subfield †a. Titles are searchable by keyword.

245 14 : The hope of loving :†b choral works of Jake Runestad. (CD)

505 00 †t Waves -- †t American Triptych -- †t Reflections -- †t The peace of wild things -- †t Come to the woods -- †t Why the caged bird sings -- †t Spirited light -- †t Let my love be heard -- †t And so I go on -- †t The hope of loving -- †t Yield to love -- †t Wild forces -- †t Wondrous creatures.



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A complete **enhanced** contents note for an item. Data is encoded with repetitions of the defined subfields other than subfield †a. This example shows Statement of Responsibility in a Contents Note.

245 10: †a Serendipity :†b ten romantic tropes, transformed.

505 00 †t Bye bye, Piper Berry (The fake relationship) /†r Julie Murphy -- †t Anyone else but you (Stranded together) /†r Leah Johnson -- †t Shooting stars (One bed) /†r Marissa Meyer -- †t Liberty (The makeover) /†r Anna-Marie McLemore.

Because of the way Polaris currently functions - only titles listed first in the 505 are searchable in a title index search. Titles must be entered in a 7XX field in order to be searchable in the title index.

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Here is an example of a 700 Added Entry – Personal Name (R)

505 00 #a Western stars :#b two novels in one /#c Nora Roberts.

505 00 #t Song of the West -- #t The law is a lady.

700 12 #l Container of (work) :#a Roberts, Nora. #t Song of the West.

700 12 #l Container of (work) :#a Roberts, Nora. #t Law is a lady.

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Here is an example of a 730 Added Entry - Uniform Title (R)

245 00 #a Ghostbusters afterlife ; #b Ghostbusters ; Ghostbusters II.

505 0 _ #a Ghostbusters afterlife -- Ghostbusters -- Ghostbusters II.

730 0 _ #i Container of (work) : #a Ghostbusters (Motion picture).

730 0 _ #i Container of (work) : #a Ghostbusters II (Motion picture).

730 0 _ #i Container of (work) : #a Ghostbusters Afterlife (Motion picture).

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Here is an example of a 740 Added Entry – Uncontrolled Related/Analytical Title (R)

245 00 #a Dear Evan Hansen #h[sound recording] : #b original Broadway cast recording / #c music and lyrics by Benj Pasek, Justin Paul.

505 00 #t Waving through a window -- #t For forever -- #t Sincerely me -- #t Requiem -- #t If I could tell her -- #t The anonymous ones -- #t You will be found.

740 02 #a Waving through a window.

740 02 #a For forever.

740 02 #a Sincerely me.

740 02 #a Requiem.

740 02 #a If I could tell her.

740 02 #a Anonymous ones.

740 02 #a You will be found.

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SHARE local practices for content notes: MARC tag 505

We're looking at revising the SHARE local practices because of issues in title index searching in Polaris.

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SHARE General Guidelines

- ❖ In most cases, retain existing contents notes in OCLC records.
 - ✓ Exception: delete contents notes in a record for fiction work if the contents note reflects only chapter titles rather than titles of essays, plays, poems, or short stories, etc.
- ❖ If an OCLC record has an unenhanced contents note and the record contains added entries for each title in MARC tag 740 – it may be left as is.

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General Guidelines – Continued

- ❖ Add contents notes to the WorldCat record before exporting the record to Polaris.
- ❖ Omit generic terms such as: Introduction, Conclusion, Prologue, Finale, Overture, and similar terms used as titles. If these terms have been omitted, the contents note should be coded as a partial contents note (first indicator 2). Retain initial articles in titles in subfield t. This includes initial article in English (a, an, the) as well as initial articles in other languages.

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Table of Contents for Non-Fiction

- If a nonfiction work contains a contents note that gives chapter titles, the note may be retained in the record if the cataloger feels the contents note gives helpful information about the nature of the work or provides helpful keyword access.
- When an unenhanced table of contents note for chapter titles is retained in a record, add the phrase [Table of contents] at the beginning of the field.

Unenhanced table of contents note example:

505 0_ #a [Table of contents]. Workers in the United States -- Information technology jobs and standards -- IT fluency: what is it? -- Campus human resource leadership -- Recruiting, retaining, and reskilling -- campus IT professionals -- Technology across the curriculum.

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Items With a Collective Title

- An unenhanced 505 should be constructed with the title and author of all the included works. A separate 700 should be made for each author and title

Example:

245 02 ‡a A purrfect romance / ‡c Jennifer Blake, Robin Lee Hatcher, Susan Wiggs.

505 0_ ‡a Out of the dark / Jennifer Blake -- A wish and a prayer / Robin Lee Hatcher -- Belling the cat / Susan Wiggs.

700 12 ‡i Container of (work) ‡a Blake, Jennifer. ‡t Out of the dark.

700 12 ‡i Container of (work) ‡a Hatcher, Robin Lee. ‡t Wish and a prayer.

700 12 ‡i Container of (work) ‡a Wiggs, Susan. ‡t Belling the cat.

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Items Without a Collective Title

If the collection lacks a collective title, and one work predominates, treat that title as the title proper and name the other work(s) in a variant title and an added title entry.

- **If no one work predominates, treat the item as a unit.**

Works by a single author without a collective title example:

100 1_ ‡a Hemingway, Ernest, ‡d 1899-1961, ‡e author.

245 14 ‡a The old man and the sea ; ‡b For whom the bell tolls / ‡c Ernest Hemingway.

246 3_ ‡a Old man and the sea ; For whom the bell tolls.

740 02 ‡a For whom the bell tolls.

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Works by different authors without a collective title

If the collection contains **no more than three works**, enter under the heading appropriate to the first and make analytical added entries for the second and third works.

- 100 1_** †a Conrad, Joseph, †d 1857-1924, †e author.
- 245 10** †a Heart of darkness / †c Joseph Conrad. Ethan Frome / Edith Wharton. Emma / Jane Austen.
- 246 3_** †a Heart of darkness ; Ethan Frome ; Emma
- 700 12** †i Container of (work): †a Wharton, Edith, †d1862-1937. †tEthan Frome.
- 700 12** †i Container of (work): †a Austen, Jane, †d1775-1817. †tEmma.

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Works by different authors without a collective title

If the collection contains **four or more works** that are entered under four or more different headings, enter the collection under the heading for the work named first. Add a partial enhanced **505** for the other titles. Do not include the first title in the **505**.

- 100 1_** †a Austen, Jane, †d 1775-1817.
- 245 10** †a Sense & Sensibility / †c by Jane Austen.
- 505 20** †t Age of innocence / †r Edith Wharton -- †t Far from the madding crowd / †r Thomas Hardy -- †t Vicar of Wakefield / †r Oliver Goldsmith.

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Collective biographies

For a collective biography of up to 25 names or less, it is recommended to include an unenhanced 505 with the names to improve keyword searching.

If the collective biography includes more than 25 names, it is optional to include an unenhanced 505.

- If desired, a partial unenhanced 505 may be included with only those names considered significant.

Transcribe names from the table of contents. However, if the table of contents does not include the entire name of the person, the missing part(s) should be added in brackets.

- Table of contents lists Queen Victoria just as Victoria. It should be listed as Victoria [Queen of Great Britain] in the 505.

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Sound Recordings and Music

List all individual works on a sound recording and a music score. This does not apply to a music instruction book that include short pieces from various songs, but for scores that contain complete songs.

Classical music sound recordings and scores

- Make an enhanced 505 and the appropriate analytical entries
700 __ #i Container of (work): #a for composer. #t for title.

Pop, folk, ethnic, or jazz sound recordings and music scores

- Make an enhanced contents note for these materials.
- Include statement of responsibility if appropriate. Will often be the performer and not the composer.
- Enter a 700 for each performer.

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Where to find information on 505 contents note

- **On the SHARE website**
 - Under Cataloging > Policies and Procedures > Bibliographic & Cataloging Standards
 - **Link:** [Bibliographic & Cataloging Standards | SHARE \(illinoisheartland.org\)](https://www.share-illinoisheartland.org/Bibliographic%20Standards)
- **OCLC Bibliographic Formats and Standards**
 - **Link:** [Bibliographic Formats and Standards \(oclc.org\)](https://www.oclc.org/bibliographic/formats-and-standards)

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Questions?

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Cool things we've cataloged



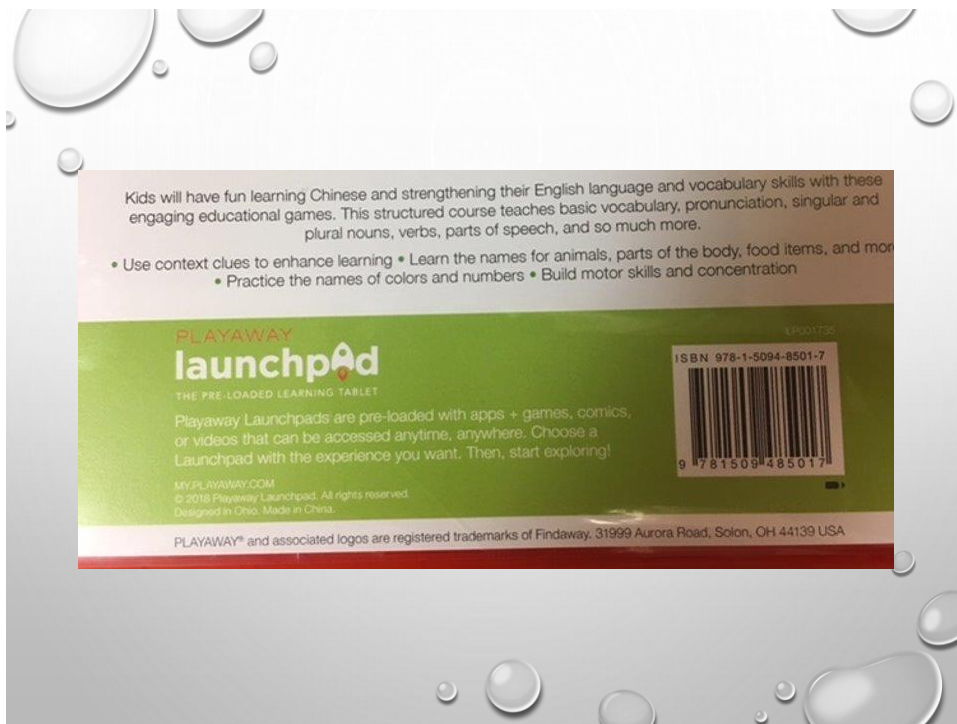
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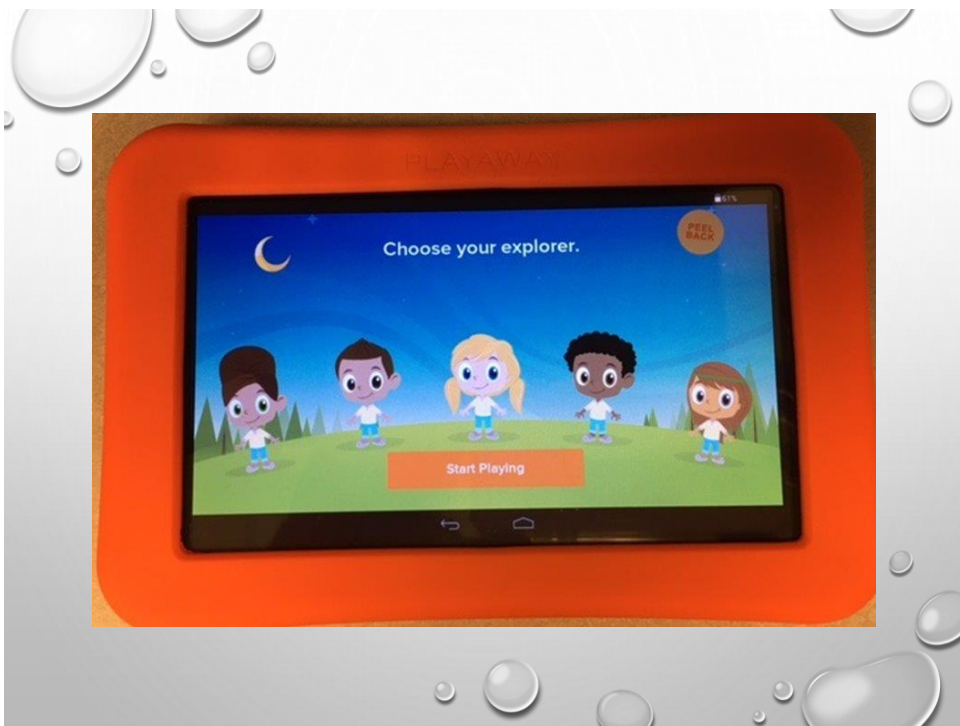
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