**Request for new MARC fields – check list – 264 - Production, Publication, Distribution, Manufacture, and Copyright Notice (bibliographic)**

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| Table |  | Requirements |
| Tab01.eng | Is this field to be included in the web OPAC?Is this field to have a particular filing routine?Is this field to be updated via authority control? If so which index is to be used for searching authority records?Does this field have a non filing indicator? If so which position.Is this field to be sorted in any particular order within the record? | YesNoNoNoNumeric order |
| Edit\_doc\_999.engEdit\_doc.engEdit\_paragraph.engEdit\_field.eng | Is this field to be included in any of the other OPAC views? All subfields?Standard format?Summary? | YesYesYesYes if 260 field is not present  |
| Tab\_expand\_sortEdit\_field.eng | Should the subfields be sorted into a defined order on save to server? Please state order.Should the subfields be sorted into a defined order in the OPAC and GUI search results? Please state order. | $6, $a, $b, $c. $3 and $8 may file as input.$6, $a, $b, $c. $3 and $8 may file as input. |
| Tab00.engTab11\_accTab11\_indTab11\_word | Is the tag to be indexed? New or existing index?Name of index. Type of index eg direct, word, headings index. Which subfields are included in the index? | YesExisting (See below) Word$a : Place of publication$b : Publisher$c : Year |
| Tab\_filing | If a heading index, which filing routine? | N/A  |
| Tab\_word\_breaking | If a word index, which routine to establish what a word is. | 03 Use same as 260 |
| Tab\_service | Is this field to have links to services in the web OPAC? | No  |
| Tab\_expandAlter\_marc\_records.fix | Is this field to be removed from the web OPAC MARC tags view? (if in tab01 for other reasons) | No |
| Tab33.eng | Is this field to be displayed in the navigation map window in the various GUI modules? | Yes |
| HTML help file for the specified tag | Tag help in the cataloguing worksheet? Please supply all details of tag, indicators and subfields, including repeatability. | Yes264 Production, Publication, Distribution, Manufacture, and Copyright Notice (R)IndicatorsFirst Sequence of statements # - Not applicable/No information provided/  Earliest 2 - Intervening 3 - Current/latest Second Function of identity 0 - Production 1 - Publication 2 - Distribution 3 - Manufacture 4 - Copyright notice dateSubfield codes$a - Place of production, publication, distribution, manufacture (R)$b - Name of producer, publisher, distributor, manufacturer (R)$c - Date of production, publication, distribution, manufacture, or copyright notice (R)

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| $3 - Materials specified (NR)$6 - Linkage (NR)$8 - Field link and sequence number (R) |

Add link to field information at LC website |
| Codes.eng | Is the tag required in the list generated by F5 (list of MARC tags) in the cataloguing worksheet? | Yes |
| Marc\_exp.dat | When choosing the new tag from the F5 list should it self populate with any default subfields? Please state which. | All alphabetic subfields |
| Tag\_text.dat | Are there any pre-defined text options for sub-fields when using CTRL- F8? | No |
| Scancode.dat | If a new heading field, which library and index should be searched when using F3 or CTRL F3? (search headings facility)Should any subfields be searched using F4/CTRL F4? Please specify.  | N/AYes$$a$$b |
| Check\_docCheck\_doc\_engCheck\_doc\_mandatoryCheck\_doc\_lineCheck\_doc\_line\_contentsCheck\_doc\_doc Check\_doc\_field\_nnnCheck\_doc\_new\_accCheck\_doc\_new\_acc\_autCheck\_doc\_tag\_textCheck\_doc\_unique\_index | Should there be any checks when saving to server? Specify nature of check eg mandatory tag, mandatory indicators/subfields, mandatory contents of a subfield, repeatability of subfields.Is there any check on length of a subfield (eg date – 8 characters) or is it within a defined range. Is there any dependency with another field?If a fixed field, values of each position.If a headings tag, whether or not it should be ignored when checking new headings in headings list. Also whether it should be ignored with auth library headings. (eg CNF)Should field be ignored when the system checks whether or not a duplicate record is opened in the Direct Index? | Yes If 040 has $$e rda, then subfields $$a, $$b, $$c are mandatory NoNoNoN/AN/A Not relevantNo |