

SCIPIO Cataloging Formats and Standards

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Introduction

Use the guidelines in this document to create new records for SCIPIO: Art and Rare Books Sales Catalogs in **WorldCat**. Based on the AACR2, these guidelines are intended to cover most cataloging needs for creating records for SCIPIO auction sales catalogs. For cataloging questions not covered here, consult AACR2. If needed libraries may create fuller cataloging records by adding additional information as prescribed by AACR2. For complete information about MARC codes and fields, see the latest [MARC 21 Format for Bibliographic Data](#).

In accordance with AACR2, these guidelines are based on the principle that the record the cataloger creates **describes the bibliographic unit of a published catalog, not individual auction sales**. If the catalogs of two or more auction sales are published together in a single volume, create one record for the volume. (See instructions in the description below of field 245 and of other relevant fields.)

Unless noted otherwise, all fields described in this guide are required if they are applicable.

Authorization for SCIPIO cataloging

Your OCLC cataloging profile, associated with the authorization number you use to log on to Connexion, must include SCIPIO to create new SCIPIO master records or to add the SCIPIO designation (the authentication code **scipio** in field 042 subfield a) to an existing SCIPIO master record.

Otherwise, all catalogers can work with SCIPIO records in the same way they use WorldCat records.

Getting Started

Use either the Windows-based Connexion client interface or the Connexion browser interface to work with SCIPIO records, or switch between the interfaces.

Use the client software interface to Connexion.

- See [Getting Started with OCLC Connexion Client](#) for download and installation instructions and more.
- See the [Setup Worksheet for OCLC Connexion Client](#) for logon, export, and label printing setup instructions and for a checklist and how-to guide for other options.

Use the browser interface to Connexion

- See the Connexion Browser guide, [Requirements, Access, Interface Map](#), for basic information.
- See the [Setup Worksheet for OCLC Connexion Browser](#) for setup instructions and for a checklist and how-to guide for other options.

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See details on working with SCIPIO records using the Connexion [client](#) or [browser](#).

For access to all documentation, see client or browser Help, or see the same Help content in [Connexion client documentation](#) or [Connexion browser documentation](#) on the Web.

Creating SCIPIO records in WorldCat

Connexion does not provide a SCIPIO-specific record workform (a MARC record template). However, when you create a SCIPIO record, you can apply a constant data record you create to insert standard SCIPIO fields and data. Create SCIPIO records in one of two ways:

- Derive a new record from an existing bibliographic record (in the client, click **Edit > Derive Master Record**), and then edit the derived record or apply constant data record to insert SCIPIO data automatically.
- Open a workform (a MARC record template), for example, for the Books format (in the client, click **Cataloging > Create > Single Record > Books**) and then apply a constant data record to insert SCIPIO data and add other data to complete the record.

See more about [creating records](#) and [creating and using constant data](#) in the client.

Finding SCIPIO records in WorldCat

SCIPIO records are specialized WorldCat records. Both existing WorldCat indexes and new SCIPIO-specific indexes can be used to find SCIPIO records. Also, you can limit searches to SCIPIO-only records:

In the Connexion client: Open the Search WorldCat window (click **Cataloging > Search > WorldCat** or press <F2>) and click **Settings**. Click to select the check box for **SCIPIO Only Records**. The client keeps the setting until you clear it.

In the Connexion browser: When you open the Search WorldCat screen, enter your search and click to select the **Retrieve Only SCIPIO Records** check box.

You are not required to set this option to use SCIPIO-specific indexes for searching. SCIPIO indexes include action house name, citation, date of sale, individual auctioneer, place of sale, sale code, seller/subjects, authentication code (042 subfield a contains **scipio**), notes (pertinent to sale; local notes), and SCIPIO control number (former RLG/SCIPIO record ID in the format yyPxxx).

See [fields and subfields indexed for SCIPIO-specific indexes](#), [fields and subfields indexed for WorldCat indexes](#), and [Connexion: Search WorldCat Quick Reference](#) for basics on WorldCat search techniques and formats.

Updating and taking other actions on SCIPIO records

Update, edit, replace, export, delete holdings, and take other actions on SCIPIO records the same way you would for any WorldCat record. Besides finding instructions for these activities in Help or Connexion guides on the Web, quick references are available for the [client](#) and the [browser](#). Also, [client](#) and [browser](#) tutorials are available.

Correcting errors in SCIPIO records

If you discover errors in SCIPIO records:

- For a SCIPIO master record that your library contributed: Correct the error and, if the error appears on the catalog itself, add a note indicating the error.

Example: You have a typographical error on the catalog, *Archenbach Collection*. Enter the proper form in the 653 field: "Achenbach." In the 500 field, enter "Archenbach (sic)."

As noted above, the types of edits you are authorized to make depend on your authorization level

- For a SCIPIO master record only that was contributed by another library, report the error to OCLC database quality control staff:

In the client:

- With the record open, click **Action > Report Error**.
- The client supplies the OCLC symbol you use to log on. Enter your user name and email address. In the text box, enter a description of the error.
- Optional. If you want a copy of the report and attached record, click the **Send a copy of the e-mail to me** check box above the error description.
- Click **Report Error** to send the error to OCLC. The client automatically attaches a copy of the record to the email(s)

In the browser: With the record open, click **Report Error** in the **Action** list. Then follow steps 2-4 in the client instructions above.

If you want to remove the SCIPIO designation (authentication code **scipio** in field 042 subfield a) from a SCIPIO master record, use a **WorldCat Record Change Request** opened from within the client using **Help > Useful Web Links**.

SCIPIO cataloging workflow

For catalogs of auction houses assigned to your library:

- If received before the date of sale, create and add a new SCIPIO record to WorldCat.
- If received on or after the date of sale, search WorldCat for an existing SCIPIO record.
- If you find a record, derive a record from it and add or edit data for use in your library.
- If you do not find a record, create a record using a MARC workform. You can batchload your SCIPIO records into WorldCat.

See sections above on finding SCIPIO records and on creating SCIPIO records.

For catalogs of auction houses not assigned to your library:

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- Search WorldCat for an existing SCIPIO record.
 - If you find a record, derive a record from it and add or edit data for use in your library.
 - If you do not find a record and the sale has not yet taken place, hold the catalog until after the date of sale, and then search WorldCat again.
 - If you do not find a record after the date of sale, create a record using a MARC format. You can batchload your SCIPIO records into WorldCat.

See sections above on finding SCIPIO records and on creating SCIPIO records.

Batchload record matching

When OCLC batchloads SCIPIO records into WorldCat, data in the following fields is matched against existing SCIPIO records in WorldCat:

Auction house	110 ‡a ‡b
Title	245 ‡a ‡b ‡n ‡p
Date of sale	033 ‡a
Sale code	024 ‡a

Check data in these fields and subfields especially carefully for accuracy in SCIPIO records you batchload.

Retrospective cataloging

In 2000, SCIPIO libraries stopped using non-AACR2 cataloging rules and began cataloging auction sales catalogs according to AACR2. If you work with records for pre-2001 auction sales catalogs, check for and correct the following obsolete SCIPIO cataloging practices which may affect retrieval:

- **Field 110.** The auction house name may not be in AACR2 form. Change to AACR2 form.
- **Field 245.** Past non-AACR2 practice was to omit introductory words such as “Catalog of,” “Sale of,” or “The collection of” from the beginning of a title. Add these introductory words if missing from the title. Also, add or correct the indicators as needed.

SCIPIO field descriptions

Fixed field elements

In the table below, all values for fixed field elements listed as "system supplied" are automatically inserted by Connexion when you add or replace the record in WorldCat. They are listed here for information only.

For other, non-system supplied fixed field values, the table shows the most common values for SCIPIO records.

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FIXED FIELD ELEMENTS	CODES	VALUES
OCLC elements		
OCLC Control Number		(System supplied)
Entered		(System supplied)
Replaced		(System supplied)
MARC 21 leader elements		
Rec stat (05)	n	New (system supplied)
Type (06)	a	a = Printed language material
BLvl (07)	m	m = Monograph
Ctrl (08)	< bl >	No specified type of control
ELvl (17)	K	Minimal level
Desc (18)	a	AACR2
MARC 21 008 elements		
DtSt (06)	s	Single date
Dates (07-10, 11-14)		Enter the year the catalog was published. The second date is generally left blank.
Ctry (15-17)		See the MARC 21 Country Codes list.
Lang (35-37)		See the MARC 21 Language Codes list.
MRec (38)	< bl >	Record is not modified
Srce (39)	d	Other sources (i.e., no LC, etc.)
Ills (18-21)	< bl > A	Not illustrated Or Illustrated
Audn (22)	< bl >	Unknown or not specified
Form (23)	< bl > a b r	None of the following (i.e., print original): Microfilm Microfiche Regular print reproduction See MARC 21 Format for Bibliographic Data for other codes.
Cont (24-27)	c	Catalogs
GPub (28)	< bl >	Not a government publication
Conf (29)	0	Not a conference publication
Fest (30)	0	Not a festschrift
Indx (31)	0 1	No index, <i>or</i> index present
LitF (33)	0	Not fiction
Biog (34)	< bl >	Not biography

Variable fields

024 Sale code

First indicator: 8

Second indicator: blank

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Numeric or alphanumeric code assigned to a sale. Enter the code exactly as it appears on the title page of the catalog, including spaces, hyphens, and capitalization, but omitting quotation marks and the following phrases or words: "sale number", "number" or "no." If a catalog has two or more sale codes, enter multiple 024 fields.

This field has no ending punctuation.

Example: 024 8_ 6144D

Example: 024 8 TANTRUM

Example: 024 8_ B09731 and 024 8_ B09732 (multiple fields, same record)

033 Date of sale

First indicator: 0 Single sale date; 1 Multiple single dates; 2 Range of dates

Second indicator: blank

Use the format *yyyymmdd* for a single date. If the date is incomplete, enter as much of the date as is known and fill in the rest with dashes. If the catalog has the month, date, and day of week, sometimes the year can be ascertained with the aid of a perpetual calendar. If the year cannot be ascertained, do not enter the 033 field.

If a catalog has multiple single sale dates, consecutive or not, enter one 033 field, with separate subfield a's for each date (with first indicator 1). If a catalog has two or more consecutive sale dates, enter one 033 field, noting the first and last dates only in separate subfield a's (with first indicator 2). For open-ended sales, use the single date form (with first indicator 0) and give details in a 500 note.

If the actual date of sale differs from the date that appears on the catalog, you may enter it as multiple single dates (with first indicator 1) or as a single date, each in separate 033 fields (with first indicator 0). In such cases where the sale is held over several consecutive days, enter the dates as you would for a range of dates using separate 033 fields for the dates that appear on the catalog and the actual dates. Explain in a 500 note.

This field has no ending punctuation.

Example: 033 0_ 199441220 (Single date)

Example: 033 0 1802---- (Only the year is known)

Example: 033 1_ 19890306 †a 19890307 (Multiple single sale dates)

Example: 033 2_ 17991230 †a 18000102 (Range of dates)

40 Cataloging source

First and second indicators: blank

System-supplied. When you create a record, Connexion automatically inserts your OCLC institution symbol in 040 subfields a and c. When you edit a SCIPIO record, Connexion automatically adds your institution symbol in 040 subfield d.

This field has no ending punctuation.

Example: 040 NGA †c NGA

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Example: 040 NGA †c NGA †d JPG

41 Language code

First indicator: 0 Item is not a translation

Second indicator: blank

This field contains the MARC language codes for multilingual catalogs (when code **mul** has been used in 008/35-37), or when a catalog is a translation or includes significant material in more than one language. Enter the MARC language code for each language used in the catalog entries. Ignore languages used only in the prefatory material. See the [MARC 21 Language Codes](#) list.

The first code should be the same as the fixed field language code 008/35-37, unless that code is **mul**. If one language is predominant, enter that code first; if no language is predominant, enter the codes in alphabetical order. Enter each code in lowercase in a separate subfield a. This field is used in addition to any language note given in field 546.

This field has no ending punctuation.

Example: 041 0_ eng †a fre †a ger

042 Authentication code

First indicator: blank

Second indicator: blank

You must include this field and enter the value **scipio** (note lowercase) in each SCIPIO master record you create. **Connexion does not insert the field or value for you.** You can include this field and value in a SCIPIO constant data record, along with other often used SCIPIO data, and apply the constant data to insert the field automatically into a new SCIPIO master record. (Note: When you derive a new SCIPIO IR from an existing SCIPIO master record or SCIPIO IR, the field and value do transfer.)

The authentication code **scipio** in field 042 is the WorldCat identifier for a SCIPIO record. Only records with **scipio** in field 042 are indexed in the SCIPIO-specific WorldCat search indexes.

Example: 042 scipio

110 Auction house name

First indicator: 2 Name in direct order

Second indicator: blank

This field contains the auction house name in AACR2 form. Use the form of name in the LC names and subjects authority file, if it is present.

To search for a heading in the LC authority file using the Connexion client, in the menu bar click **Authorities > Search > LC Names and Subjects** (or press <Shift><F2>).

If you do not find the auction house name, establish a new heading in AACR2 form. When you establish a new auction house name, you are encouraged to create a corresponding authority record and submit it through NACO.

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In cases where two or more auction houses are associated with one sale, enter the most prominently named, or the one with the primary responsibility, in the 110 field. Enter the other(s) in a 710 field. In the case of a country house sale, enter the auction house in the 110 field and the name of the country house as a subject heading in a 610 field.

If no auction house or dealer name appears on the catalog, do not enter a 100 field.

This field ends with a period or closing parenthesis.

Example: 110 2_ Phillips Son & Neale.

Example: 100 2_ Butterfield & Butterfield.

245 Title

First indicator: 0 No title added entry; 1 Title added entry

Second indicator: 0-9 Filing indicator

Use first indicator 0 when there is no 110 field; use first indicator 1 when there is a 100 field. The filing indicator specifies the number of leading characters to be ignored for indexing and filing. Use the filing indicator when the title begins with an article. When counting spaces to ignore, include any punctuation mark and the blank following the initial article, but ignore any diacritic associated with the first letter of the first filing word.

This field contains the main title of the sales catalog. Transcribe the main title from the title page. If a title page does not exist, use the cover title. If there is neither a title page title nor a cover title, use section headings, separated by commas, as the title. Transcribe titles as they appear. The main title usually includes all text up to such words as "including" or a colon. Enter subtitle information in subfield b. If the title appears in two languages, enter the second language title (parallel title) in subfield b, preceded by an equal sign.

If the main title does not come from the title page, give the source of the title in a 500 note.

If two (or more) catalogs are published in a single volume, list both (or all) titles in the 245 separated by a semi-colon with a space on either side. Enter the titles in the order they appear on the catalog. If two catalogs are published inverted back-to-back, select the catalog with the earlier sale date or select the fullest title page. If neither title page predominates, enter the titles in alphabetical order. In addition, enter a 740 field for the additional title(s) and a 500 note.

This field ends with a period.

Example: 245 10 20th century furniture and decorative arts.

Example: 245 14 The Elvis Presley Museum collection.

Example: 245 12 L'art autrichien à Paris.

Example: 245 12 L'été 1986.

Example: 245 10 Fayence, Porzellan, Silber, Schmuck, Zinn, Möbel, Teppiche, Skulpturen, Gemälde, Graphik, Bücher. (Section titles are used because no title page title exists.)

Example: 245 10 Indonesian paintings = #b Indonesische schilderijen. (Parallel titles)

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Example: 245 10 Design 1840-1990 ; #b Film posters. (Two catalogs issued together)

246 Varying form of title

First indicator: 1 Note, title added entry; 3 No note, title added entry

Second indicator (Type of title): 0 Portion of title; 1 Parallel title; 2 Distinctive title; 3 Other title; 4 Cover title

(See [MARC 21 Format for Bibliographic Data](#) for more types of titles.)

This field contains varying forms of the title associated with the sales catalog. Enter cover titles, parallel titles, inverted titles, spelled out forms of numbers and abbreviations, and other variant titles if they differ substantially from the 245 title. Enter section headings in a 505 note.

When none of the second indicators is adequate to describe the source of the variant title, leave the second indicator blank and enter the source in subfield i. Enter subfield i preceding subfield a.

Omit initial articles. This field has no ending punctuation.

Example: 246 3_ Twentieth century furniture and decorative arts (Spelled out number)

Example: 246 31 Indonesische schilderijen (Parallel title)

Example: 246 14 Important watches, wristwatches and clocks (Cover title)

Example: 246 1_ #i; note that subfield i precedes subfield a)

260 Publisher, place of publication, and publication date

First and second indicators: blank

Enter the place of publication in subfield a, the publisher in subfield b, preceded by a colon, and the date of publication in subfield c, preceded by a comma. Transcribe the information in the language in which it appears. Do not anglicize foreign names. This information may differ from the place and date of the auction.

This field ends with a period (after the date), a comma (if there is no date), or other closing punctuation.

Example: 260 San Francisco :#b Butterfiel & Butterfield,#c 1990.

Example: 260 Wien :#b Dorotheum,#c 1999.

Example: 260 Paris :#b Impr. Lahure,#c 1934.

Example: 260 Kobenhavn :#b [s.n.],#c 1934.

300 Physical description

First and second indicators: blank

Enter the extent of the catalog in subfield a, other physical details in subfield b, preceded by a colon, and the size of the catalog in subfield c, preceded by a semi-colon.

This field ends with a period.

Example: 300 245 p. :#b ill. ; #c 27 cm.

Example: 300 190 p. :#b ill. (some col.) ; #c 24 cm.

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Example: 300 126 p. :#b ill. ; #c 27 cm.

5XX Notes

Enter general notes in the 500 field and specific notes in other 5XX fields as instructed below, in the order prescribed by AACR2. This list is selective. See [MARC 21 Format for Bibliographic Data](#) for other specific note fields.

500 General note

First and second indicators: blank

Use this field for general notes, including, but not limited to, the following: Source of the title proper if not the title page, source of the auctioneer information, unformatted contents note, number of lots in a sale, more information about dates and venues. Enter each note in a separate field.

This field ends with a period.

Optional. Include a subfield 5 and enter library-specific or copy-specific notes, including notes to describe the local availability of a price list corresponding to the auction. These notes usually appear in field 590. See last example in the following list of examples.

Example: 500 Title from cover.

Example: 500 At head of title: Mes Chambelland, Giafferi et Veyrac.

Example: 500 "Francis Briest, Commissaire priseur."

Example: 500 Catalogs issued inverted back-to-back.

Example: 500 Part II held at Sotheby's London 1990 Dec. 10.

Example: 500 Sale originally scheduled 1990 June 24.

Example: 500 Estate sale held on premises.

Example: 500 Price list included. #5 NNFr

505 Formatted contents note

First indicator (display constant controller): 0 Contents; 1 Incomplete contents; 2 Partial contents; 8 No display constant generated

Second indicator (level of content designation): blank Basic; 0 Enhanced

This field contains formatted contents notes. Use this field to enter section titles if they contribute substantially to the identification of a catalog. Enter the section titles in a single occurrence of subfield a, separated by a space, two dashes, and another space.

This field ends with a period or other mark of punctuation.

Example: 505 8_ Gravures -- Dessins -- Gouaches -- Aquarelles.

510 Citation note

First indicator: 4 Location in source given

Second indicator: blank

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Lugt and Lancour are two of the major reference sources containing information about auctions that have taken place in Europe and North America. Lugt lists auctions that took place in Europe from 1600 to 1925. Lancour lists auctions that took place primarily in the United States from 1785 to 1942. The entries include: sale dates, sale codes, auctioneers, place of auction, and collector information.

Enter the reference source (Lugt, Lancour, MacKay, Blogie, etc.) in subfield a. Enter the reference number in subfield c, preceded by a comma.

This field has no ending punctuation.

Example: 510 4_ Lugt #c 1445

Example: 510 4_ Lancour, #c 2178

518 Place of sale

First indicator and second indicator: blank

Use this field to record the place of sale, preceded by the text **Place of sale**, a colon, and a space. When a catalog covers multiple sales at different locations, enter a separate 518 for each location, including the date(s), to differentiate. Enter the date of sale using natural language, not the format *yyyymmdd* that you use in field 033 (for example: June 15, 2003).

This field ends with a period unless another mark of punctuation is present.

Example: 518 Place of sale: London.

Example:

518 Place of sale: Surrey, June 15, 2000.

And

518 Place of sale: London, June 22, 2000. (Multiple fields, same record)

546 Language

First and second indicator: blank

This field provides information about the languages of the entries of multilingual catalogs. Ignore languages used only in the prefatory material. Enter this field in addition to the 041 field.

This field ends with a period.

Example: 546 English, French, and German.

550 Issuing body

First and second indicators: blank

In cases where two or more names are associated with one sale, use this field to explain the relationship to the auction house(s) entered in the 710 field.

This field ends with a period unless another mark of punctuation is present.

Example: 550 In association with William Doyle Galleries.

590 Local notes

First and second indicators: blank

Use this field for library-specific or copy-specific notes, including notes to describe the local availability of a price list corresponding to the auction. For price lists, use one of these standard phrases: **price list included; no price list; price list not yet received.**

Note: 590 fields are not retained in master records. This field ends with a period.

Optional: Enter this information in field 500 subfield 5.

Example: 590 No price list.

Example: 590 Annotated with prices.

Example: 590 Library has two copies; copy 2 has photographic plates.

6XX Consigner(s) and other subject(s)

These fields contain the names of consigners (sellers), collectors, artists, and other subjects in the 600, 610, 650, or 653 fields. For personal and corporate names, libraries can use either the 600 and 610 fields, for personal and corporate names, respectively, in AACR2 form, or the 653 field, for both personal and corporate names, as transcribed from the catalogs and not in AACR2 form. Records may contain both types of fields, but only one field for each name.

These fields are repeatable. Enter a separate field for each name.

600 Subject added entry – Personal name

First indicator: 0 Forename; 1 Surname; 3 Family name

Second indicator: Subject heading system/thesaurus. Use 0 Library of Congress Subject Headings for names corresponding to records in the LC name and subject authority file.

This field contains personal names (of consigners and other persons) in AACR2 form, entered in indirect order, for which access through a standard controlled heading is desired. (See instructions in the field [110](#) description regarding the LC authority file.) If a controlled subject heading is used, include appropriate standard subdivisions (example: #x Art collections #v Catalogs or simply #v Catalogs).

This field ends with a mark of punctuation or closing parenthesis.

Example: 600 10 Murray, John, #d 1809-1901.

Example: 600 10 Aga Khan, Sadruddin, #c Prince, #d1933-

610 Subject added entry – Corporate name

First indicator: 2 Name in direct order

Second indicator: Subject heading system/thesaurus. Use 0 Library of Congress Subject Headings for names corresponding to name heading records in the LC authority file.

This field contains corporate names in AACR2 form, including consigners and other corporate subjects for which access through standard controlled headings is desired. (See instructions in the description of

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field 110 regarding the LC authority file.) If a controlled subject heading is used, include appropriate standard subdivisions (example: `#x Art collections #v Catalogs` or simply `#v Catalogs`). In the case of a country house sale, enter the auction house in the 110 field and the name of the country house in a 610 field. Explain the relationship in a field 550 note.

This field ends with a mark of punctuation or closing parenthesis.

Example: `610 20 Chrysler Museum.`

Example: `610 20 Bradiford House (Devon, England)`

650 Subject added entry – Topical term

First indicator: Blank

Second indicator: 0 for Library of Congress Subject Headings, 7 for Art and Architecture Thesaurus headings

This field contains Library of Congress and/or Art and Architecture Thesaurus topical subject headings describing the sale. In SCIPIO, this field is generally not used. However, you may add topical subject headings if desired. If you use a controlled subject heading, include appropriate standard subdivisions (example: `#x Art collections #v Catalogs` or simply `#v Catalogs`).

This field ends with a mark of punctuation or closing parenthesis.

Example: `650 0 Painting, American. #x Art collections #v Catalogs`

Example: `650 0 Art deco.`

653 Consigner name (personal or corporate)

First and second indicators: blank

This field contains either individual or corporate consigner names as transcribed from the title page or elsewhere in the catalog. Transcribe personal names as they appear, including all titles such as *Mr.*, *Mrs.*, or *Miss*. (Older practice was to omit titles that appeared in front of personal names in some cases). Include pseudonyms or initials as they appear. If the full name is known (from Lugt or other reference sources), add the full name in square brackets after the name. Do not invert personal names.

For corporations or institutions, eliminate the initial article but include phrases such as "Trustees of" or "Estate of." Do not include unnamed collectors or collections, such as "A charitable trust" or "A Mexican collector."

This field has no ending punctuation.

Example: `653 Mrs. Allan Kyle`

Example: `653 Mrs. Bertha Rose`

Example: `653 Madame X`

Example: `653 M.G. [Marie Geraut]`

Example: `653 Hirshhorn Museum and Sculpture Garden`

Example: `653 Estate of Edward W. Mudge, Jr.`

655 Index term – Genre/Form

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First indicator: Blank

Second indicator: 0 for Library of Congress Subject Headings, 7 for Art and Architecture Thesaurus headings

This field contains Library of Congress and/or Art and Architecture Thesaurus topical subject headings describing form, genre and/or physical characteristics. In past practice, this field was generally not used. However, you may add it for increased access.

This field ends with a mark of punctuation or closing parenthesis.

Example: 655 7 Auction catalogs. #2 aat.

7XX Added entries

These fields contain auctioneer, auction house, and title added entries. The names of the auctioneers are entered either in the 700 field in AACR2 form or in the 720 field in non-AACR2 form, although libraries are encouraged to use the 700 field for auctioneers whenever possible. Added entries for the auction house names are entered in the 710 field in AACR2 form. Added entries for titles are entered in the 740 field. Records may contain any of these types of fields, but only one field for each name.

These fields are repeatable. Enter a separate field for each name.

700 Auctioneer

First indicator: 1 Surname

Second indicator: blank

This field contains the personal name of an auctioneer in AACR2 form entered in indirect order. (See instructions in the description of field 110 on searching the LC authority file for name authority records.) If the auctioneer's name is not evident from elsewhere in the description, give the source of information in a 500 note.

This field ends with a mark of punctuation or closing parenthesis.

Example: 700 1_ Dubois, L. J. J. #q (Leon Jean Joseph)

710 Auction house added entry

First indicator: 2 Name in direct order

Second indicator: blank

This field contains additional auction house names in AACR2 form in cases where two or more names are associated with one sale. (See instructions under 110 on searching the LC authority file for name authority records.) Enter the responsible or most prominently named auction house in the 110 field as instructed above. Enter any other listed auction house(s) in the 710 field.

This field ends with a mark of punctuation or closing parenthesis.

Example: 710 2_ William Doyle Galleries.

720 Auctioneer added entry (non-AACR2 form)

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First indicator: 1 Personal name; 2 Other

Second indicator: blank

This field contains auctioneer names as transcribed from the title page or elsewhere in the catalog. Use of this field is no longer recommended. However, if you decide to add it, transcribe personal names as they appear, as instructed in the description of field 653. If the auctioneer's name is not evident from elsewhere in the description, give the source of information in a 500 note. Do not invert personal names.

This field has no ending punctuation.

Example: 720 2_ Chambelland

Example: 720 2_ Francis Briest

740 Title added entry

First indicator: 0-9 Filing indicator

Second indicator: blank

Use this field for entering titles when two or more catalogs are issued together. Enter all titles in the 245 field. Add a 500 note. Enter a 740 field for the additional title(s).

This field ends with a mark of punctuation or closing parenthesis.

Example: 740 0_ Filmposters. (Second of two catalogs issued together)