

# Cataloguing and End-processing Specifications for Victorian public libraries

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## 1. Background

The Library Board of Victoria, through the State Library of Victoria, works with the Victorian public library network to deliver improved library services to Victoria's communities. The way in which this partnership works is defined in the *Framework for Collaborative Action* (Library Board of Victoria 2006). In April 2005, the Board and public libraries agreed on a three-year program of collaborative initiatives. Public library collections and access issues were identified as a priority area.

The establishment of *Cataloguing and End-processing Specifications for Victorian public libraries* falls within a strategic body of work completed over the past two years. In 2006, the Library Board of Victoria commissioned an independent *Strategic Asset Audit of Victorian Public Libraries* (Liddle 2006). This audit and resulting report profiled the current status of Victoria's public library collections and proposed a range of standards, future renewal and maintenance strategies and other recommendations. The *Strategic Asset Audit of Victorian Public Libraries* informed the development of the *Content and Access in Victorian Public Libraries: A Strategic Blueprint 2006–2010* (Lunn 2006). A key step in the development of this *Blueprint* was consultation with library managers and staff and other key players in the industry, who repeatedly raised the need for standards 'to better gauge the performance of collections and provide benchmark evidence to support advocacy for funding at the local and state level' (Lunn 2006). The Cataloguing and End-processing Specifications project was commissioned as a result of the *Blueprint* recommendations along with the Collections Management Standards project.

The Cataloguing and End-processing Specifications for Victorian public libraries are not binding. They are Specifications created and endorsed by the sector and intended to support any collaborative purchasing arrangements implemented by Victorian public libraries. However, the Specifications are also intended to stand alone and be used by libraries not involved in collaborative arrangements but interested in standardised procedures.

## 2. Methodology

The development of the Cataloguing and End-processing Specifications for Victorian public libraries was overseen by the Collections and Access Standards Workgroup, comprised of representatives from the Victorian public library network and the State Library of Victoria. The Workgroup devised the process, based on *Standards Australia* methodology, to create these Specifications. The first step was an Open Workshop held in November 2007, where public library staff were invited to discuss a variety of issues associated with collection management. An Expert Representative Panel was then convened with representatives of key stakeholder groups to ensure a broad perspective backed by knowledge and experience. Their role was to formulate draft Specifications for comment by key stakeholders and assess all feedback to finalise the Specifications document for endorsement by the Victorian public library sector.

The Panel members considered the issues documented from the Open Workshop and researched other Australian State and international cataloguing and end-processing specifications to inform the development of these DRAFT Cataloguing and End-processing Specifications. Information on cataloguing and end-processing specifications and guidelines was sourced from SWIFT, the State Library of Queensland, New South Wales Local Government Procurement, State Library of Western Australia, ACT Library and Information Service, Library and Information Association of New Zealand Aotearoa, the National Library of New Zealand Aotearoa, National Acquisitions Group and Department for Culture, Media and Sport (United Kingdom), The Library of Congress and OCLC Online Computer Library Centre.

The Expert Representative Panel members are:

Co-Chairs: Margaret Smith, former CEO of Corangamite Regional Library Corporation  
Elisabeth Jackson, former CEO of the Yarra-Melbourne Regional Library Corporation

- Suzanne Gately, Manager Libraries, Hobsons Bay Libraries
- Karyn Siegmann, Manager Libraries, Bayside Library Service
- Vivien Newton, Bendigo Branch Manager, Goldfields Library Corporation
- John Ruddle, Co-ordinator Library Resources and Systems, Monash Public Library Service
- Helen Zibell, Operations Librarian, Mildura Rural City Council Library Service
- Margaret Hall, Corporate Manager – Technical Services, Eastern Regional Libraries
- Stephen Walters, DLS Australia
- Lucie Pepeyan, Training Manager, Australian Booksellers Association

### 3. Context

Materials procurement is a significant area of expenditure for public libraries, both in terms of the amount directly expended on books, audiovisual and other materials, as well as indirectly through staff input into the procurement process. Cataloguing and end-processing constitute a large component of those costs.

In the spirit of continuous improvement in public library performance, and in a climate of ever-tightening budgets for public libraries, Whitehorse Strategic Group (WSG) was commissioned in 2007 to investigate the costs and benefits of a range of collaborative models of library materials procurement. WSG recommended a model suitable for Victorian public libraries based on the Massachusetts Regional Library Materials Cooperative (MARLS). This model was endorsed by the Victorian Public Library and Information Network (Viclink) at its December 2007 meeting. In early 2008, the Minister for Local Government approved a recommendation from the Ministerial Advisory Council on Public Libraries for funding to support a statewide project for collaborative procurement of library materials based on the recommendation contained in the Procurement Models for Victorian Public Libraries (Whitehorse Strategic Group 2007).

The selected collaborative procurement model should deliver significant benefit to participating public libraries in terms of increased discounts on materials purchased.

There is also the potential for public libraries to achieve faster and more cost-effective delivery of library materials shelf-ready (i.e. catalogued and end-processed) for customers. However, performance improvements in this area are impacted by the requirements of individual library services. The greater the degree of uniformity across participating public libraries with regard to these requirements, the greater the efficiencies and savings are likely to be.

These Cataloguing and End-processing Specifications encourage uniformity across Victorian public libraries and are established as best practice suggestions; however, libraries are free to continue with their individual specifications to support local requirements. Libraries will need to consider their own special collections in light of these recommended Specifications.

To establish this benchmark starting point, the Expert Representative Panel have considered common usage and a variety of options and compromises. Their principle has been to opt for best practice as it applies to Victorian public libraries while recognising that some associated Standards haven't kept up with technological changes. In this light, these Specifications should be considered as a framework that will change and grow as required to accommodate the changing nature of library resources.

### 4. Objective

To provide standard cataloguing and end-processing specifications for use by Victorian public libraries.

### 5. General principles

- To address the needs of library customers.
- To support timely cataloguing and processing of new materials to the shelves.
- To support cost-efficient processes for all formats of material.

### 6. Cataloguing standards

- Catalogue records must be Z39.50 (ISO 23950) and Unicode compliant.
- All original catalogue records will be to AACR Level 2. In the first instance, catalogue records should be sourced from Libraries Australia.
- All original catalogue records will be in MARC 21 format and items should be catalogued to the most current and unabridged version of AACR, DDC, LC and Australian subset headings.
- These specifications allow for the use of genre headings and appropriate labels. A useful list of genre fiction subject headings is provided – refer [Appendix A](#). Subject headings are as per LC.
- A standard list of General Material Description (GMD) tags will be used – refer [Appendix B](#).

## 7. Cataloguing specifications and guidelines

The majority of non-fiction items are to be classified no more than four (4) digits past the decimal point. However, all Dewey extensions must be complete and able to 'standalone'. These specifications recommend a maximum of two extensions.

005–006 For works about specific computer programs, derive the alphabetical suffix from the name of the program.

e.g. *Microsoft Excel* by John Smith is classified at 005.369 EXCE

340s Leave out the country of jurisdiction.

e.g. Australian civil rights law becomes 342.085 rather than 342.94085

629.222 Works about particular makes of a car have the first four letters of the make as the alphabetical suffix, not the author's surname.

e.g. *Ford Cortina maintenance manual*, by Frank Smith is at 629.222 FORD

647 Use 910–919 for directories of hotels, B&Bs, restaurants.

796.5 Use 910–919 for walking guides to particular places (or Great walks of the world, etc.).

800s Do not use 823 for fiction works.

910s Do not use the subdivision .04 for guidebooks or .06 for accommodation guides.

910–919 Class here Hotels, B&Bs, restaurant directories (not at 647) and walking guides (not 796.5).

920s As per the Dewey instruction, class biography of persons associated with a specific discipline or subject *with* the discipline or subject. The letters BIOG prefixes the Dewey classification and the first four letters of the surname of the subject of the biography should be used for the alphabetical suffix.

e.g. *Ricky Ponting : unauthorised biography* BIOG 796.358 PONT

929.1 to 929.3 Genealogy: Subdivide directly by geographic breakdown.

e.g. Genealogical sources of VIC, 929.3945

Languages other than English Use the same principles as for materials in English.

Catalogue in original language for languages with roman scripts.

Use transliteration for non-roman script languages until such time as original scripts are available.

Use a language code in MARC 041 tag. First subfield code \$a – Language of text/sound track or separate title. Second subfield code \$h – Language code of original and/or intermediate translations of text.

Prefix for the classification number should be the first three letters of the language. A list of languages used in Victorian public libraries is attached – refer [Appendix C](#).

## **8. End-processing specifications**

This section provides detailed information about the standard for processing all library resources.

### **8.1 Covering of print materials (excluding magazines)**

#### **8.1.1 Hardbacks with dust jacket**

- Covered with 100 micron clear gloss paper-backed polypropylene or PVC film affixed with double sided tape.

#### **8.1.2 Hardbacks cloth-bound**

- Covered with 100 micron clear gloss polypropylene or PVC film affixed with polypropylene or PVC clear attaching tape.

#### **8.1.3 Hardbacks without dust jacket but with pre-laminated cover**

- Cover all labels with polypropylene or PVC clear attaching tape.

#### **8.1.4 Hardbacks with dust jacket and pre-laminated cover**

- Remove dust jackets.
- Cover all labels with polypropylene or PVC clear attaching tape.

#### **8.1.5 Paperbacks to be interfiled in shelved collection**

- Cover full book with minimum 60 micron clear self-adhesive polypropylene or PVC film.

#### **8.1.6 Paperbacks for browsing collection**

- Cover all labels with polypropylene or PVC clear attaching tape.

## **8.2 Labels**

### **8.2.1 Barcode**

- Barcode to include Library ID.
- Front cover, bottom centre, 5mm from the bottom, aligned with spine label.

### **8.2.2 Barcode number/accession number, etc.**

- Verso of title page, bottom centre, 5mm from the bottom.

### **8.2.3 Not for loan sticker**

- Next to barcode on the left hand side, aligned with spine label and barcode.

### **8.2.4 Call number/collection labels**

- Horizontally on the spine, 5mm from the bottom, aligned with barcode.
- If the label will not fit on the spine (i.e. less than two columns visible), all labels to be placed on the front bottom left of the cover 10mm from the spine and 5mm from the bottom, aligned with barcode.
- Fiction label font and alignment: 14pt Arial bold uppercase left aligned (centred on label).
- Non-fiction label font and alignment: 12pt Arial bold uppercase left aligned (centred on label) Note: Large Print books are an exception – 14pt font to be used.
- Picture book label font and alignment: 40pt Arial bold uppercase centre aligned.

### **8.2.5 Genre labels**

- To be requested by individual libraries.
- Positioned above the call number on the spine of the book.

### 8.2.6 Security triggers/RFID

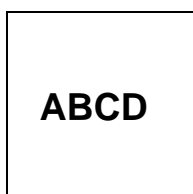
At this stage, it is impossible to attempt to standardise the production and fixing of security triggers or RFID tags as systems and requirements differ. As such, it will not form part of the core-servicing requirement. It is recommended that the fixing of triggers or RFID tags by the supplier is to individual specifications.

## 8.3 Fiction

These specifications recognise that subsets of fiction exist. Individual libraries are welcome to specify their own genre or other labels. Refer to 8.2.5 for positioning.

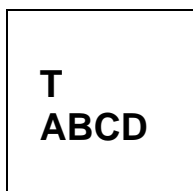
### 8.3.1 Adult fiction

- First four letters of the main entry.  
Note: Paperbacks for the browsing collection do not require a spine label.
- Label font and alignment: 14pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.



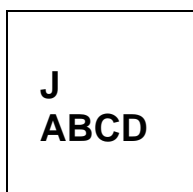
### 8.3.2 Teenage fiction

- First line: T.
- Second line: First four letters of the main entry.
- Label font and alignment: 14pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.



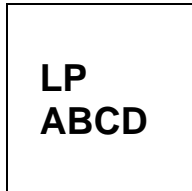
### 8.3.3 Junior fiction

- First line: J.
- Second line: First four letters of the main entry.
- Label font and alignment: 14pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.



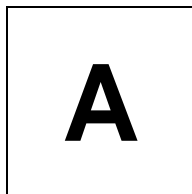
### 8.3.4 Large Print fiction

- First line: LP.
- Second line: First four letters of the main entry.
- Label font and alignment: 14pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.



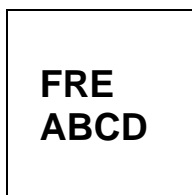
### 8.3.5 Picture books

- First letter of the main entry.
- Label font and alignment: 40pt Arial bold uppercase centre aligned.
- Label size: Able to support 5 lines deep by 4 characters wide.
- Label placement: Front cover, top left, 5mm from the top and clear of the fold line.



### 8.3.6 Adult fiction Languages Other Than English (LOTE)

- First line: First three letters of language – refer [Appendix C](#).
- Second line: First four letters of the main entry.
- Label font and alignment: 14pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.



### 8.3.7 Junior and teenage fiction Languages Other Than English (LOTE)

- First line: First three letters of language – refer [Appendix C](#).
- Second line: J or T.
- Third line: First four letters of the main entry.
- Label font and alignment: 14pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.

**FRE  
J  
ABCD**

**FRE  
T  
ABCD**

## 8.4 Non-fiction

### 8.4.1 Adult non-fiction

- First and second lines: Dewey Classification.  
Note: Digits after the point on the second line.
- Third line: First four letters of the main entry.
- Label font and alignment: 12pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.

**123.  
456  
ABCD**

**123.  
4567  
ABCD**

**123.  
4  
ABCD**

### 8.4.2 Teenage non-fiction

- First line: T.
- Second and third lines: Dewey Classification.  
Note: Digits after the point on the third line.
- Fourth line: First four letters of the main entry.
- Label font and alignment: 12pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.

**T  
123.  
4567  
ABCD**



### 8.4.3 Junior non-fiction

- First line: J.
- Second and third lines: Dewey Classification.  
Note: Digits after the point on the third line.
- Fourth line: First four letters of the main entry.
- Label font and alignment: 12pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.

**J**  
**123.**  
**4567**  
**ABCD**

### 8.4.4 Large Print non-fiction

- First line: LP.
- Second and third lines: Dewey Classification.  
Note: Digits after the point on the third line.
- Fourth line: First four letters of the main entry.
- Label font and alignment: 14pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.

**LP**  
**123.**  
**4567**  
**ABCD**

### 8.4.5 Adult and junior reference

- First line: REF
- Second and third lines: Dewey Classification.  
Note: Digits after the point on the third line.
- Fourth line: First four letters of the main entry.
- Label font and alignment: 12pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.

**REF**  
**123.**  
**4567**  
**ABCD**

#### 8.4.6 Biography

- First line: BIOG
- Second and third lines: Dewey Classification.  
Note: Digits after the point on the third line.
- Fourth line: First four letters of the surname of the subject of the biography.
- Label font and alignment: 12pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.

**BIOG  
123.  
4567  
ABCD**

#### 8.4.7 Adult non-fiction Languages Other Than English (LOTE)

- First line: First three letters of language – refer [Appendix C](#).
- Second and third lines: Dewey Classification.  
Note: Digits after the point go on the third line.
- Fourth line: First four letters of the main entry.
- Label font and alignment: 12pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.

**FRE  
123.  
4567  
ABCD**

#### 8.4.8 Junior and teenage non-fiction Languages Other Than English (LOTE)

- First line: First three letters of language – refer [Appendix C](#).
- Second line: J or T.
- Third and Fourth lines: Dewey Classification.  
Note: Digits after the point go on the fourth line.
- Fifth line: First four letters of the main entry.
- Label font and alignment: 12pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.

**FRE  
J  
123.  
4567  
ABCD**

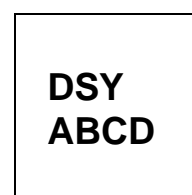
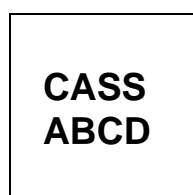
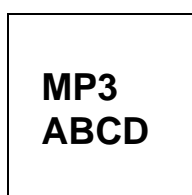
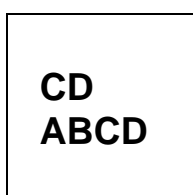
**FRE  
T  
123.  
4567  
ABCD**

## 8.5 Audio-visual material

Some audio-visual material may need to be repackaged to meet library use requirements. This is to be specified by individual libraries.

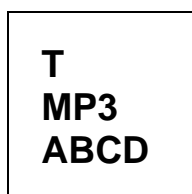
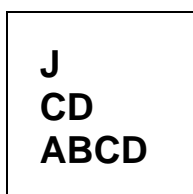
### 8.5.1 Audio fiction

- First line: Format indicator e.g. CD, MP3, CASS, DSY (Daisy).
- Second line: First four letters of the main entry.
- Label font and alignment: 14pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.
- All CDs should be marked with a donut label including library identification details.



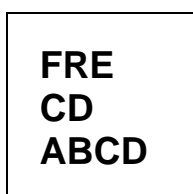
### 8.5.2 Junior and teenage audio fiction

- First line: J or T.
- Second line: Format indicator e.g. CD, MP3, CASS, DSY (Daisy).
- Third line: First four letters of the main entry.
- Label font and alignment: 14pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.
- All CDs should be marked with a donut label including library identification details.



### 8.5.3 Languages Other Than English (LOTE) audio fiction

- First line: First three letters of language – refer [Appendix C](#).
- Second line: Format indicator e.g. CD, MP3, CASS, DSY (Daisy).
- Third line: First four letters of the main entry.
- Label font and alignment: 14pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.
- All CDs should be marked with a donut label including library identification details.



#### 8.5.4 Junior and teenage Languages Other Than English (LOTE) audio fiction

- First line: First three letters of language – refer [Appendix C](#).
- Second line: J or T.
- Third line: Format indicator e.g. CD, MP3, CASS, DSY (Daisy).
- Fourth line: First four letters of the main entry.
- Label font and alignment: 14pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.
- All CDs should be marked with a donut label including library identification details.

**FRE  
J  
CD  
ABCD**

**FRE  
T  
MP3  
ABCD**

#### 8.5.5 Audio non-fiction

- First line: Format indicator e.g. CD, MP3, CASS, DSY (Daisy).
- Second and third lines: Dewey Classification.  
Note: Digits after the point go on the third line.
- Fourth line: First four letters of the main entry.
- Label font and alignment: 12pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.
- All CDs should be marked with a donut label including library identification details.

**CD  
123.  
4567  
ABCD**

**MP3  
123.  
4567  
ABCD**

**CASS  
123.  
4567  
ABCD**

**DSY  
123.  
4567  
ABCD**

### 8.5.6 Junior and teenage audio non-fiction

- First line: J or T.
- Second line: Format indicator e.g. CD, MP3, CASS, DSY (Daisy).
- Third and Fourth lines: Dewey Classification.  
Note: Digits after the point go on the fourth line.
- Fifth line: First four letters of the main entry.
- Label font and alignment: 12pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.
- All CDs should be marked with a donut label including library identification details.

<b>J</b>
<b>CD</b>
<b>123.</b>
<b>4567</b>
<b>ABCD</b>

<b>T</b>
<b>MP3</b>
<b>123.</b>
<b>4567</b>
<b>ABCD</b>

### 8.5.7 Languages Other Than English (LOTE) audio non-fiction

- First line: First three letters of language – refer [Appendix C](#)
- Second line: Format indicator e.g. CD, MP3, CASS, DSY (Daisy).
- Third and Fourth lines: Dewey Classification.  
Note: Digits after the point go on the fourth line.
- Fifth line: First four letters of the main entry.
- Label font and alignment: 12pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.
- All CDs should be marked with a donut label including library identification details.

<b>FRE</b>
<b>CD</b>
<b>123.</b>
<b>4567</b>
<b>ABCD</b>

### 8.5.8 Junior and teenage Languages Other Than English (LOTE) audio non-fiction

- First line: First three letters of language – refer [Appendix C](#).
- Second line: J or T and Format indicator e.g. CD, MP3, CASS, DSY (Daisy).
- Third and Fourth line: Dewey Classification.  
Note: Digits after the point go on the fourth line.
- Fifth line: First four letters of the main entry.
- Label font and alignment: 12pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.
- All CDs should be marked with a donut label including library identification details.

**FRE  
J CD  
123.  
4567  
ABCD**

**FRE  
T MP3  
123.  
4567  
ABCD**

### 8.5.9 Video recording fiction

- First line: Format indicator e.g. DVD, VID, BLR (Blu-ray).
- Second line: First four letters of the main entry.
- Label font and alignment: 14pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.
- All DVDs should be marked with a donut label including library identification details.

**DVD  
ABCD**

**VID  
ABCD**

**BLR  
ABCD**

### 8.5.10 Junior and teenage video recording fiction

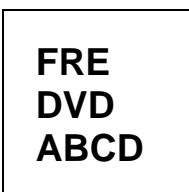
- First line: J or T.
- Second line: Format indicator e.g. DVD, VID, BLR (Blu-ray).
- Third line: First four letters of the main entry.
- Label font and alignment: 14pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.
- All DVDs should be marked with a donut label including library identification details.

**J  
DVD  
ABCD**

**T  
BLR  
ABCD**

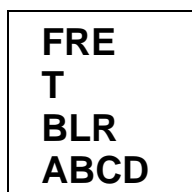
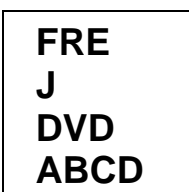
### 8.5.11 Languages Other Than English (LOTE) video recording fiction

- First line: First three letters of language – refer [Appendix C](#).
- Second line: Format indicator e.g. DVD, VID, BLR (Blu-ray).
- Third line: First four letters of the main entry.
- Label font and alignment: 14pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.
- All CDs should be marked with a donut label including library identification details.



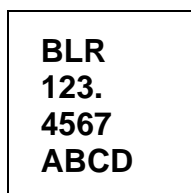
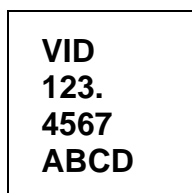
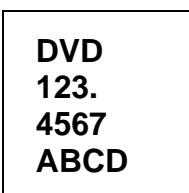
### 8.5.12 Junior and teenage Languages Other Than English (LOTE) video recording fiction

- First line: First three letters of language – refer [Appendix C](#).
- Second line: J or T.
- Third line: Format indicator e.g. DVD, VID, BLR (Blu-ray).
- Fourth line: First four letters of the main entry.
- Label font and alignment: 14pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.
- All DVDs should be marked with a donut label including library identification details.



### 8.5.13 Video recording non-fiction

- First line: Format indicator e.g. DVD, VID, BLR (Blu-ray).
- Second and third lines: Dewey Classification.  
Note: Digits after the point go on the third line.
- Fourth line: First four letters of the main entry.
- Label font and alignment: 12pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.
- All DVDs should be marked with a donut label including library identification details.



#### 8.5.14 Junior and teenage video recording non-fiction

- First line: J or T.
- Second line: Format indicator e.g. DVD, VID, BLR (Blu-ray).
- Third and Fourth lines: Dewey Classification.  
Note: Digits after the point go on the fourth line.
- Fifth line: First four letters of the main entry.
- Label font and alignment: 12pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.
- All DVDs should be marked with a donut label including library identification details.

<b>J</b>
<b>DVD</b>
<b>123.</b>
<b>4567</b>
<b>ABCD</b>

<b>T</b>
<b>BLR</b>
<b>123.</b>
<b>4567</b>
<b>ABCD</b>

#### 8.5.15 Languages Other Than English (LOTE) video recording non-fiction

- First line: First three letters of the language – refer [Appendix C](#)
- Second line: Format indicator e.g. DVD, VID, BLR (Blu-ray).
- Third and Fourth lines: Dewey Classification.  
Note: Digits after the point go on the fourth line.
- Fifth line: First four letters of the main entry.
- Label font and alignment: 12pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.
- All DVDs should be marked with a donut label including library identification details.

<b>FRE</b>
<b>DVD</b>
<b>123.</b>
<b>4567</b>
<b>ABCD</b>



### 8.5.16 Junior and teenage Languages Other Than English (LOTE) video recording non-fiction

- First line: First three letters of language – refer [Appendix C](#).
- Second line: J or T and Format indicator e.g. DVD, VID, BLR (Blu-ray).
- Third and Fourth line: Dewey Classification.  
Note: Digits after the point go on the fourth line.
- Fifth line: First four letters of the main entry.
- Label font and alignment: 12pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.
- All DVDs should be marked with a donut label including library identification details.

<b>FRE</b>
<b>J DVD</b>
<b>123.</b>
<b>4567</b>
<b>ABCD</b>

<b>FRE</b>
<b>T BLR</b>
<b>123.</b>
<b>4567</b>
<b>ABCD</b>

### 8.5.17 Music

- First line: MUS
- Second line: Format indicator e.g. CD, MP3.
- Third line: First four letters of the main entry.
- Label font and alignment: 14pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.
- All CDs should be marked with a donut label including library identification details.

<b>MUS</b>
<b>CD</b>
<b>ABCD</b>

<b>MUS</b>
<b>MP3</b>
<b>ABCD</b>

### 8.5.18 Junior and teenage music

- First line: J or T.
- Second line: MUS
- Third line: Format indicator e.g. CD, MP3.
- Fourth line: First four letters of the main entry.
- Label font and alignment: 14pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.
- All CDs should be marked with a donut label including library identification details.

**J  
MUS  
CD  
ABCD**

**J  
MUS  
MP3  
ABCD**

### 8.5.19 Languages Other Than English (LOTE) music

- First line: First three letters of the language – refer [Appendix C](#)
- Second line: MUS
- Third line: Format indicator e.g. CD, MP3.
- Fourth line: First four letters of the main entry.
- Label font and alignment: 14pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.

**FRE  
MUS  
CD  
ABCD**

### 8.5.20 Junior and teenage Languages Other Than English (LOTE) music

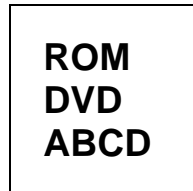
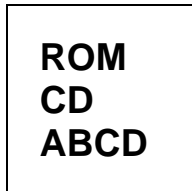
- First line: First three letters of language – refer [Appendix C](#).
- Second line: J or T
- Third line: MUS
- Fourth line: Format indicator e.g. CD, MP3.
- Fifth line: First four letters of the main entry.
- Label font and alignment: 14pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.

**FRE  
J  
MUS  
CD  
ABCD**

**FRE  
J  
MUS  
MP3  
ABCD**

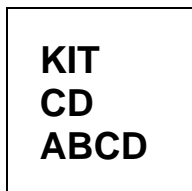
### 8.5.21 Roms

- First line: ROM
- Second line: Format indicator e.g. CD, DVD.
- Third line: First four letters of the main entry.
- Label font and alignment: 14pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.
- All CDs and DVDs should be marked with a donut label including library identification details.



### 8.5.22 Kits

- First line: KIT
- Second line: Format indicator e.g. CD, DVD.
- Third line: First four letters of the main entry.
- Label font and alignment: 14pt Arial bold uppercase left aligned (centred on label).
- Label size: Able to support 5 lines deep by 4 characters wide.
- All CDs and DVDs should be marked with a donut label including library identification details.



## Recommendations

The Cataloguing and End-processing Specifications Expert Representative Panel recommend these Specifications be formally reviewed by Viclink with reference to the Collections Cooperative, at a minimum bi-annually to ensure the inclusion of updated and adopted standards, practices and technological advances.

## Sources

This specification has been informed by the work completed in New South Wales and Australian Capital Territory.

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*Local Government Procurement (NSW), Specification for Cataloguing and End Processing of Library Books and Audio Visual Materials*.

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The Library of Congress, MARC Code List for Languages. Retrieved 15 February 2008 from [www.loc.gov/marc/languages/language\\_code.html](http://www.loc.gov/marc/languages/language_code.html).

Whitehorse Strategic Group Ltd, *Procurement Models for Victorian Public Libraries*, State Library of Victoria and Victorian public library network, Melbourne.

## Appendix A: Useful list of genre headings

These specifications allow for the use of genre headings and appropriate labels, however genre headings and labels are highly individualised and recommend that individual libraries specify their own.

Fiction	Non-fiction	Teenage	Junior	Special collections	Music
<ul style="list-style-type: none"> <li>▪ Adventure fiction</li> <li>▪ Australian fiction</li> <li>▪ Chick lit</li> <li>▪ Crime, detective and mystery stories</li> <li>▪ Erotic fiction</li> <li>▪ Family saga</li> <li>▪ Fantasy fiction</li> <li>▪ Graphic novel</li> <li>▪ Historical fiction</li> <li>▪ Horror fiction</li> <li>▪ Humorous fiction</li> <li>▪ Occult fiction</li> <li>▪ Psychological fiction</li> <li>▪ Regency fiction</li> <li>▪ Religious and spiritual fiction</li> <li>▪ Romance stories</li> <li>▪ Romantic suspense fiction</li> <li>▪ Science fiction</li> <li>▪ Short stories</li> <li>▪ Thriller fiction</li> <li>▪ War stories</li> <li>▪ Western stories</li> </ul>	<ul style="list-style-type: none"> <li>▪ Art and craft</li> <li>▪ Computers</li> <li>▪ Crime</li> <li>▪ Family and children</li> <li>▪ Food and wine</li> <li>▪ Health and wellbeing</li> <li>▪ House and garden</li> <li>▪ Sport</li> <li>▪ Transport and vehicles</li> <li>▪ Travel</li> </ul>	<ul style="list-style-type: none"> <li>▪ Adventure stories</li> <li>▪ Animal stories</li> <li>▪ Australian stories</li> <li>▪ Family saga stories</li> <li>▪ Fantasy stories</li> <li>▪ Ghost stories</li> <li>▪ Graphic novels</li> <li>▪ Horse stories</li> <li>▪ Historical stories</li> <li>▪ Horror stories</li> <li>▪ Humorous stories</li> <li>▪ Movies/film stories</li> <li>▪ Mystery/detective stories</li> <li>▪ Romance stories</li> <li>▪ Science fiction</li> <li>▪ Short stories</li> <li>▪ Sport stories</li> <li>▪ Thriller stories</li> <li>▪ Vampire stories</li> <li>▪ War stories</li> <li>▪ Western stories</li> </ul>	<ul style="list-style-type: none"> <li>▪ Adventure stories</li> <li>▪ Animal stories</li> <li>▪ Australian stories</li> <li>▪ Family saga stories</li> <li>▪ Fantasy stories</li> <li>▪ Folktales</li> <li>▪ Ghost stories</li> <li>▪ Horse stories</li> <li>▪ Historical stories</li> <li>▪ Horror stories</li> <li>▪ Humorous stories</li> <li>▪ Jokes and riddles</li> <li>▪ Junior paperbacks</li> <li>▪ Legends</li> <li>▪ Movies/film stories</li> <li>▪ Mystery/detective stories</li> <li>▪ Romance stories</li> <li>▪ Science fiction</li> <li>▪ Short stories</li> <li>▪ Sport stories</li> <li>▪ Thriller stories</li> <li>▪ War stories</li> <li>▪ Western stories</li> </ul>	<ul style="list-style-type: none"> <li>▪ Begin-to-read</li> <li>▪ Board books</li> <li>▪ Braille</li> <li>▪ Children's Book Council of Australia Awards</li> <li>▪ Daisy</li> <li>▪ Easy reader</li> <li>▪ Premiers Reading Challenge</li> </ul>	<ul style="list-style-type: none"> <li>▪ Alternative</li> <li>▪ Australian country and western</li> <li>▪ Blues</li> <li>▪ Cantatas</li> <li>▪ Carols</li> <li>▪ Chamber Music</li> <li>▪ Church music</li> <li>▪ Concertos</li> <li>▪ Country and western</li> <li>▪ Dance</li> <li>▪ Early music</li> <li>▪ Electronic</li> <li>▪ Folk</li> <li>▪ Hip-hop</li> <li>▪ Instrumental classical</li> <li>▪ Jazz</li> <li>▪ Light Instrumental</li> <li>▪ Light Orchestral</li> <li>▪ Middle of the road</li> <li>▪ Miscellaneous</li> <li>▪ Opera</li> <li>▪ Orchestral classical</li> <li>▪ Piano classical</li> <li>▪ Popular music</li> <li>▪ R'n'B</li> <li>▪ Relaxation</li> <li>▪ Rock</li> <li>▪ Soundtracks</li> <li>▪ Symphonies</li> <li>▪ Vocal classical</li> <li>▪ World music</li> <li><b>JUNIOR</b></li> <li>▪ Children's songs</li> </ul>

## Appendix B: List of General Material Description (GMD) tags

These standards recognise that the following list is not the standard GMD according to AACR. However, with the expected implementation of Resource Description and Access (RDA) in the future (2009), this list is provided as a useful list of GMD tags that can be considered for use in the MARC 245 tag subfield code \$h.

- Audio book CD
- Audio book cassette
- Audio book MP3
- Blu-ray
- Braille
- CD-MP3
- CD-ROM
- Daisy
- DVD
- DVD-ROM
- e-book
- Ephemera
- Equipment
- Game
- Image
- Kit
- Large Print
- Magazine
- Map
- Microfiche
- Microfilm
- Music CD
- Music score
- Newspaper
- Online database resources
- Electronic resource
- Picture
- Poster
- Realia
- Super audio CD (SACD)
- Video
- Website

## Appendix C: The Library of Congress MARC 21 Code List for Languages

Please note: discontinued codes are identified by a hyphen preceding the first letter in the code string.

MARC 21 Code List for Languages	
<b>AAR</b>	Afar
<b>ABK</b>	Abkhaz
<b>ACE</b>	Achinese
<b>ACH</b>	Acoli
<b>ADA</b>	Adangme
<b>ADY</b>	Adygei
<b>AFA</b>	Afroasiatic (Other)
<b>AFH</b>	Afrihili (Artificial language)
<b>AFR</b>	Afrikaans
<b>AIN</b>	Ainu
<b>- AJM</b>	Aljamía
<b>AKA</b>	Akan
<b>AKK</b>	Akkadian
<b>ALB</b>	Albanian
<b>ALE</b>	Aleut
<b>ALG</b>	Algonquian (Other)
<b>ALT</b>	Altai
<b>AMH</b>	Amharic
<b>ANG</b>	English, Old (ca. 450-1100)
<b>ANP</b>	Angika
<b>APA</b>	Apache languages
<b>ARA</b>	Arabic
<b>ARC</b>	Aramaic
<b>ARG</b>	Aragonese Spanish
<b>ARM</b>	Armenian
<b>ARN</b>	Mapuche
<b>ARP</b>	Arapaho
<b>ART</b>	Artificial (Other)
<b>ARW</b>	Arawak
<b>ASM</b>	Assamese
<b>AST</b>	Bable
<b>ATH</b>	Athapascan (Other)
<b>AUS</b>	Australian languages
<b>AVA</b>	Avaric
<b>AVE</b>	Avestan

**MARC 21 Code List for Languages**

<b>AWA</b>	Awadhi aym Aymara
<b>AZE</b>	Azerbaijani
<b>BAD</b>	Banda languages
<b>BAI</b>	Bamileke languages
<b>BAK</b>	Bashkir
<b>BAL</b>	Baluchi
<b>BAM</b>	Bambara
<b>BAN</b>	Balinese
<b>BAQ</b>	Basque
<b>BAS</b>	Basa
<b>BAT</b>	Baltic (Other)
<b>BEJ</b>	Beja
<b>BEL</b>	Belarusian
<b>BEM</b>	Bemba
<b>BEN</b>	Bengali
<b>BER</b>	Berber (Other)
<b>BHO</b>	Bhojpuri
<b>BIH</b>	Bihari
<b>BIK</b>	Bikol
<b>BIN</b>	Edo
<b>BIS</b>	Bislama
<b>BLA</b>	Siksika
<b>BNT</b>	Bantu (Other)
<b>BOS</b>	Bosnian
<b>BRA</b>	Braj
<b>BRE</b>	Breton
<b>BTK</b>	Batak
<b>BUA</b>	Buriat
<b>BUG</b>	Bugis
<b>BUL</b>	Bulgarian
<b>BUR</b>	Burmese
<b>BYN</b>	Bilin
<b>CAD</b>	Caddo
<b>CAI</b>	Central American Indian (Other)
<b>- CAM</b>	Khmer
<b>CAR</b>	Carib
<b>CAT</b>	Catalan



**MARC 21 Code List for Languages**

<b>CAU</b>	Caucasian (Other)
<b>CEB</b>	Cebuano
<b>CEL</b>	Celtic (Other)
<b>CHA</b>	Chamorro
<b>CHB</b>	Chibcha
<b>CHE</b>	Chechen
<b>CHG</b>	Chagatai
<b>CHI</b>	Chinese
<b>CHK</b>	Chuukese
<b>CHM</b>	Mari
<b>CHN</b>	Chinook jargon
<b>CHO</b>	Choctaw
<b>CHP</b>	Chipewyan
<b>CHR</b>	Cherokee
<b>CHU</b>	Church Slavic
<b>CHV</b>	Chuvash
<b>CHY</b>	Cheyenne
<b>CMC</b>	Chamic languages
<b>COP</b>	Coptic
<b>COR</b>	Cornish
<b>COS</b>	Corsican
<b>CPE</b>	Creoles and Pidgins, English-based (Other)
<b>CPF</b>	Creoles and Pidgins, French-based (Other)
<b>CPP</b>	Creoles and Pidgins, Portuguese-based (Other)
<b>CRE</b>	Cree
<b>CRH</b>	Crimean Tatar
<b>CRP</b>	Creoles and Pidgins (Other)
<b>CSB</b>	Kashubian
<b>CUS</b>	Cushitic (Other)
<b>CZE</b>	Czech
<b>DAK</b>	Dakota
<b>DAN</b>	Danish
<b>DAR</b>	Dargwa
<b>DAY</b>	Dayak
<b>DEL</b>	Delaware
<b>DEN</b>	Slave
<b>DGR</b>	Dogrib

**MARC 21 Code List for Languages**

<b>DIN</b>	Dinka
<b>DIV</b>	Divehi
<b>DOI</b>	Dogri
<b>DRA</b>	Dravidian (Other)
<b>DSB</b>	Lower Sorbian
<b>DUA</b>	Duala
<b>DUM</b>	Dutch, Middle (ca. 1050-1350)
<b>DUT</b>	Dutch
<b>DYU</b>	Dyula
<b>DZO</b>	Dzongkha
<b>EFI</b>	Efik
<b>EGY</b>	Egyptian
<b>EKA</b>	Ekajuk
<b>ELX</b>	Elamite
<b>ENG</b>	English
<b>ENM</b>	English, Middle (1100-1500)
<b>EPO</b>	Esperanto
<b>- ESK</b>	Eskimo languages
<b>- ESP</b>	Esperanto
<b>EST</b>	Estonian
<b>- ETH</b>	Ethiopic
<b>EWE</b>	Ewe
<b>EWO</b>	Ewondo
<b>FAN</b>	Fang
<b>FAO</b>	Faroese
<b>- FAR</b>	Faroese
<b>FAT</b>	Fanti
<b>FIJ</b>	Fijian
<b>FIL</b>	Filipino
<b>FIN</b>	Finnish
<b>FIU</b>	Finno-Ugrian (Other)
<b>FON</b>	Fon
<b>FRE</b>	French
<b>- FRI</b>	Frisian
<b>FRM</b>	French, Middle (ca. 1300-1600)
<b>FRO</b>	French, Old (ca. 842-1300)
<b>FRR</b>	North Frisian

**MARC 21 Code List for Languages**

<b>FRS</b>	East Frisian
<b>FRY</b>	Frisian
<b>FUL</b>	Fula
<b>FUR</b>	Friulian
<b>GAA</b>	Gä
<b>- GAE</b>	Scottish Gaelix
<b>- GAG</b>	Galician
<b>- GAL</b>	Oromo
<b>GAY</b>	Gayo
<b>GBA</b>	Gbaya
<b>GEM</b>	Germanic (Other)
<b>GEO</b>	Georgian
<b>GER</b>	German
<b>GEZ</b>	Ethiopic
<b>GIL</b>	Gilbertese
<b>GLA</b>	Scottish Gaelic
<b>GLE</b>	Irish
<b>GLG</b>	Galician glv Manx
<b>GMH</b>	German, Middle High (ca. 1050-1500)
<b>GOH</b>	German, Old High (ca. 750-1050)
<b>GON</b>	Gondi
<b>GOR</b>	Gorontalo
<b>GOT</b>	Gothic
<b>GRB</b>	Grebo
<b>GRC</b>	Greek, Ancient (to 1453)
<b>GRE</b>	Greek, Modern (1453- ) gm Guarani
<b>GSW</b>	Swiss German
<b>- GUA</b>	Guarani
<b>GUJ</b>	Gujarati
<b>GWI</b>	Gwich'in
<b>HAI</b>	Haida hat Haitian French Creole
<b>HAU</b>	Hausa
<b>HAW</b>	Hawaiian
<b>HEB</b>	Hebrew
<b>HER</b>	Herero
<b>HIL</b>	Hiligaynon
<b>HIM</b>	Himachali

**MARC 21 Code List for Languages**

<b>HIN</b>	Hindi
<b>HIT</b>	Hittite
<b>HMN</b>	Hmong
<b>HMO</b>	Hiri Motu
<b>HSB</b>	Upper Sorbian
<b>HUN</b>	Hungarian
<b>HUP</b>	Hupa
<b>IBA</b>	Iban
<b>IBO</b>	Igbo
<b>ICE</b>	Icelandic
<b>IDO</b>	Ido
<b>III</b>	Sichuan Yi
<b>IJO</b>	Ijo
<b>IKU</b>	Inuktitut
<b>ILE</b>	Interlingue
<b>ILO</b>	Iloko
<b>INA</b>	Interlingua (International Auxiliary Language Association)
<b>INC</b>	Indic (Other)
<b>IND</b>	Indonesian
<b>INE</b>	Indo-European (Other)
<b>INH</b>	Ingush
<b>- INT</b>	Interlingua (International Auxiliary Language Association)
<b>IPK</b>	Inupiaq
<b>IRA</b>	Iranian (Other)
<b>- IRI</b>	Irish
<b>IRO</b>	Iroquoian (Other)
<b>ITA</b>	Italian
<b>JAV</b>	Javanese
<b>JBO</b>	Lojban (Artificial language)
<b>JPN</b>	Japanese
<b>JPR</b>	Judeo-Persian
<b>JRB</b>	Judeo-Arabic
<b>CAA</b>	Kara-Kalpak
<b>KAB</b>	Kabyle
<b>KAC</b>	Kachin
<b>KAL</b>	Kalâtdlisut
<b>KAM</b>	Kamba

**MARC 21 Code List for Languages**

<b>KAN</b>	Kannada
<b>KAR</b>	Karen languages
<b>KAS</b>	Kashmiri
<b>KAU</b>	Kanuri
<b>KAW</b>	Kawi
<b>KAZ</b>	Kazakh
<b>KBD</b>	Kabardian
<b>KHA</b>	Khasi
<b>KHI</b>	Khoisan (Other)
<b>KHM</b>	Khmer
<b>KHO</b>	Khotanese
<b>KIK</b>	Kikuyu
<b>KIN</b>	Kinyarwanda
<b>KIR</b>	Kyrgyz
<b>KMB</b>	Kimbundu
<b>KOK</b>	Konkani kom Komi
<b>KON</b>	Kongo
<b>KOR</b>	Korean
<b>KOS</b>	Kusaie
<b>KPE</b>	Kpelle
<b>KRC</b>	Karachay-Balkar
<b>KRL</b>	Karelian
<b>KRO</b>	Kru (Other)
<b>KRU</b>	Kurukh
<b>KUA</b>	Kuanyama
<b>KUM</b>	Kumyk
<b>KUR</b>	Kurdish
<b>- KUS</b>	Kusaie
<b>KUT</b>	Kootenai
<b>LAD</b>	Ladino
<b>LAH</b>	Lahndā
<b>LAM</b>	Lamba (Zambia and Congo)
<b>- LAN</b>	Occitan (post 1500)
<b>LAO</b>	Lao
<b>- LAP</b>	Sami
<b>LAT</b>	Latin
<b>LAV</b>	Latvian

**MARC 21 Code List for Languages**

<b>LEZ</b>	Lezgian
<b>LIM</b>	Limburgish
<b>LIN</b>	Lingala
<b>LIT</b>	Lithuanian
<b>LOL</b>	Mongo-Nkundu
<b>LOZ</b>	Lozi
<b>LTZ</b>	Luxembourgish
<b>LUA</b>	Luba-Lulua
<b>LUB</b>	Luba-Katanga
<b>LUG</b>	Ganda
<b>LUI</b>	Luiseño
<b>LUN</b>	Lunda
<b>LUO</b>	Luo (Kenya and Tanzania)
<b>LUS</b>	Lushai
<b>MAC</b>	Macedonian
<b>MAD</b>	Madurese
<b>MAG</b>	Magahi
<b>MAH</b>	Marshallese
<b>MAI</b>	Maithili
<b>MAK</b>	Makasar
<b>MAL</b>	Malayalam
<b>MAN</b>	Mandingo
<b>MAO</b>	Maori map Austronesian (Other)
<b>MAR</b>	Marathi mas Masai
<b>- MAX</b>	Manx
<b>MAY</b>	Malay
<b>MDF</b>	Moksha
<b>MDR</b>	Mandar
<b>MEN</b>	Mende
<b>MGA</b>	Irish, Middle (ca. 1100-1550)
<b>MIC</b>	Micmac
<b>MIN</b>	Minangkabau
<b>MIS</b>	Miscellaneous languages
<b>MKH</b>	Mon-Khmer (Other)
<b>- MLA</b>	Malagasy
<b>MLG</b>	Malagasy
<b>MLT</b>	Maltese

**MARC 21 Code List for Languages**

<b>MNC</b>	Manchu
<b>MNI</b>	Manipuri
<b>MNO</b>	Manobo languages
<b>MOH</b>	Mohawk
<b>MOL</b>	Moldavian
<b>MON</b>	Mongolian
<b>MOS</b>	Mooré
<b>MUL</b>	Multiple languages
<b>MUN</b>	Munda (Other)
<b>MUS</b>	Creek
<b>MWL</b>	Mirandese
<b>MWR</b>	Marwari
<b>MYN</b>	Mayan languages
<b>MYV</b>	Erzya
<b>NAH</b>	Nahuatl
<b>NAI</b>	North American Indian (Other)
<b>NAP</b>	Neapolitan Italian
<b>NAU</b>	Nauru
<b>NAV</b>	Navajo
<b>NBL</b>	Ndebele (South Africa)
<b>NDE</b>	Ndebele (Zimbabwe)
<b>NDO</b>	Ndonga
<b>NDS</b>	Low German
<b>NEP</b>	Nepali
<b>NEW</b>	Newari
<b>NIA</b>	Nias
<b>NIC</b>	Niger-Kordofanian (Other)
<b>NIU</b>	Niuean
<b>NNO</b>	Norwegian (Nynorsk)
<b>NOB</b>	Norwegian (Bokmål)
<b>NOG</b>	Nogai
<b>NON</b>	Old Norse
<b>NOR</b>	Norwegian
<b>NQO</b>	N'Ko
<b>NSO</b>	Northern Sotho
<b>NUB</b>	Nubian languages
<b>NWC</b>	Newari, Old

**MARC 21 Code List for Languages**

<b>NYA</b>	Nyanja
<b>NYM</b>	Nyamwezi nyn Nyankole
<b>NYO</b>	Nyoro
<b>NZI</b>	Nzima
<b>OCI</b>	Occitan (post 1500)
<b>OJI</b>	Ojibwa
<b>ORI</b>	Oriya
<b>ORM</b>	Oromo
<b>OSA</b>	Osage
<b>OSS</b>	Ossetic
<b>OTA</b>	Turkish, Ottoman
<b>OTO</b>	Otomian languages
<b>PAA</b>	Papuan (Other)
<b>PAG</b>	Pangasinan
<b>PAL</b>	Pahlavi
<b>PAM</b>	Pampanga
<b>PAN</b>	Panjabi
<b>PAP</b>	Papiamento
<b>PAU</b>	Palauan
<b>PEO</b>	Old Persian (ca. 600-400 B.C.)
<b>PER</b>	Persian
<b>PHI</b>	Philippine (Other)
<b>PHN</b>	Phoenician
<b>PLI</b>	Pali
<b>POL</b>	Polish
<b>PON</b>	Ponape
<b>POR</b>	Portuguese
<b>PRA</b>	Prakrit languages
<b>PRO</b>	Provençal (to 1500)
<b>PUS</b>	Pushto
<b>QUE</b>	Quechua
<b>RAJ</b>	Rajasthani
<b>RAP</b>	Rapanui
<b>RAR</b>	Rarotongan
<b>ROA</b>	Romance (Other)
<b>ROH</b>	Raeto-Romance
<b>ROM</b>	Romani



**MARC 21 Code List for Languages**

<b>RUM</b>	Romanian
<b>RUN</b>	Rundi
<b>RUP</b>	Aromanian
<b>RUS</b>	Russian
<b>SAD</b>	Sandawe
<b>SAG</b>	Sango (Ubangi Creole)
<b>SAH</b>	Yakut
<b>SAI</b>	South American Indian (Other)
<b>SAL</b>	Salishan languages
<b>SAM</b>	Samaritan Aramaic
<b>SAN</b>	Sanskrit - sao Samoan
<b>SAS</b>	Sasak
<b>SAT</b>	Santali
<b>SCC</b>	Serbian
<b>SCN</b>	Sicilian Italian
<b>SCO</b>	Scots
<b>SCR</b>	Croatian
<b>SEL</b>	Selkup
<b>SEM</b>	Semitic (Other)
<b>SGA</b>	Irish, Old (to 1100)
<b>SGN</b>	Sign languages
<b>SHN</b>	Shan
<b>- SHO</b>	Shona
<b>SID</b>	Sidamo
<b>SIN</b>	Sinhalese
<b>SIO</b>	Siouan (Other)
<b>SIT</b>	Sino-Tibetan (Other)
<b>SLA</b>	Slavic (Other)
<b>SLO</b>	Slovak
<b>SLV</b>	Slovenian
<b>SMA</b>	Southern Sami
<b>SME</b>	Northern Sami
<b>SMI</b>	Sami
<b>SMJ</b>	Lule Sami
<b>SMN</b>	Inari Sami
<b>SMO</b>	Samoan
<b>SMS</b>	Skolt Sami

**MARC 21 Code List for Languages**

<b>SNA</b>	Shona
<b>SND</b>	Sindhi
<b>- SNH</b>	Sinhalese
<b>SNK</b>	Soninke
<b>SOG</b>	Sogdian
<b>SOM</b>	Somali
<b>SON</b>	Songhai
<b>SOT</b>	Sotho
<b>SPA</b>	Spanish
<b>SRD</b>	Sardinian
<b>SRN</b>	Sranan
<b>SRR</b>	Serer
<b>SSA</b>	Nilo-Saharan (Other)
<b>- SSO</b>	Sotho
<b>SSW</b>	Swazi suk Sukuma
<b>SUN</b>	Sundanese
<b>SUS</b>	Susu
<b>SUX</b>	Sumerian
<b>SWA</b>	Swahili
<b>SWE</b>	Swedish
<b>- SWZ</b>	Swazi
<b>SYC</b>	Syriac
<b>SYR</b>	Syriac, Modern
<b>- TAG</b>	Tagalog
<b>TAH</b>	Tahitian
<b>TAI</b>	Tai (Other)
<b>- TAJ</b>	Tajik
<b>TAM</b>	Tamil
<b>- TAR</b>	Tatar
<b>TAT</b>	Tatar
<b>TEL</b>	Telugu
<b>TEM</b>	Temne
<b>TER</b>	Terena
<b>TET</b>	Tetum
<b>TGK</b>	Tajik tgl Tagalog
<b>THA</b>	Thai tib Tibetan
<b>TIG</b>	Tigré

**MARC 21 Code List for Languages**

<b>TIR</b>	Tigrinya
<b>TIV</b>	Tiv
<b>TKL</b>	Tokelauan
<b>TLH</b>	Klingon (Artificial language)
<b>TLI</b>	Tlingit
<b>TMH</b>	Tamashek
<b>TOG</b>	Tonga (Nyasa)
<b>TON</b>	Tongan
<b>TPI</b>	Tok Pisin
<b>- TRU</b>	Truk
<b>TSI</b>	Tsimshian
<b>TSN</b>	Tswana
<b>TSO</b>	Tsonga
<b>- TSW</b>	Tswana
<b>TUK</b>	Turkmen
<b>TUM</b>	Tumbuka
<b>TUP</b>	Tupi languages
<b>TUR</b>	Turkish
<b>TUT</b>	Altaic (Other)
<b>TVL</b>	Tuvaluan
<b>TWI</b>	Twi
<b>TYV</b>	Tuvinian
<b>UDM</b>	Udmurt uga Ugaritic
<b>UIG</b>	Uighur
<b>UKR</b>	Ukrainian
<b>UMB</b>	Umbundu
<b>UND</b>	Undetermined
<b>URD</b>	Urdu
<b>UZB</b>	Uzbek
<b>VAI</b>	Vai
<b>VEN</b>	Venda
<b>VIE</b>	Vietnamese
<b>VOL</b>	Volapük
<b>VOT</b>	Votic
<b>WAK</b>	Wakashan languages
<b>WAL</b>	Wolayta
<b>WAR</b>	Waray

**MARC 21 Code List for Languages**

<b>WAS</b>	Washo
<b>WEL</b>	Welsh
<b>WEN</b>	Sorbian (Other)
<b>WLN</b>	Walloon
<b>WOL</b>	Wolof xal Oirat
<b>XHO</b>	Xhosa
<b>YAO</b>	Yao (Africa)
<b>YAP</b>	Yapese
<b>YID</b>	Yiddish
<b>YOR</b>	Yoruba
<b>YPK</b>	Yupik languages
<b>ZAP</b>	Zapotec
<b>ZBL</b>	Blissymbolics
<b>ZEN</b>	Zenaga
<b>ZHA</b>	Zhuang
<b>ZND</b>	Zande languages
<b>ZUL</b>	Zulu
<b>ZUN</b>	Zuni
<b>ZXX</b>	No linguistic content
<b>ZZA</b>	Zaza