Fixed Fields for Books

This document is for in-house use at OU Libraries.

**FMT:**
- b: book

**RT:**
- a: language material

**BL:**
- m: monograph

**DT:**
- Date record first entered NOTIS (system supplied)

**R/DT:**
- Revision date (system supplied)

**STAT:**
- Record status (system supplied)

**E/L:**
- usually blank
- 1: item not examined

**DCF:**
- a: AACR2
- i: ISBD
- blank: pre AACR2

**D/S:**
- d: displayed
- s: suppressed

**SRC:**
- blank: Library of Congress
- d: not Library of Congress

**PLACE:**
- Corresponds with place of publication in 260 field. Some commonly used codes are listed in the tables below. Other codes are available in the USMARC Code list for Countries in the Documents Center

**Countries**
## States

<table>
<thead>
<tr>
<th>Code</th>
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<th>State</th>
<th>Code</th>
<th>State</th>
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<td>Indiana</td>
<td>nbu</td>
<td>Nebraska</td>
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<td>iau</td>
<td>Iowa</td>
<td>nhu</td>
<td>New Hampshire</td>
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<td>ncu</td>
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<td>ndu</td>
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<td>Idaho</td>
<td>mtu</td>
<td>Montana</td>
<td>scu</td>
<td>South Carolina</td>
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</tbody>
</table>

## LANG:

Language, or predominate language, of the text. Some commonly used codes are listed below. Other language codes are available in the USMARC Code List for Languages in the Documents Center

- eng: English
- fre: French
- ger: German
- spa: Spanish

## MOD:

- Modified record code: always blank

## T/AUD:

- j: juvenile
- blank: not juvenile

## REPRO:

- Always blank for books

## D/CODE:

- s: single (one date)
- r: reprint
- m: multiple
- n: unknown
- q: questionable
- d: detailed
t: publication and copyright

DT/1 DT/2:

Corresponds with 260 field and D/CODE

CONT:

blank: no specified nature of contents
a: abstract or summary
b: bibliography
c: catalog and collection
d: dictionary
e: encyclopedia
f: handbook
g: legal article
i: index (other than its own)
l: legislation
n: survey of the literature in the subject area
o: review
p: programmed textbook
q: filmography
r: directory of people or organizations
s: statistics
t: technical reports
v: legal case
w: law report

ILLUS:

a: ill.
b: maps
c: ports.
e: plans
f: plates
g: music
h: facsims.
i: coat of arms
j: geneal. tables

GOVT:

blank: not a government publication
f: federal
s: state
l: local
i: international (ex. UNESCO)
**BIOG:** (Biography code is the work about a person(s) or contains information about their live(s))

- blank: not biographical
- a: individual autobiography
- b: individual biography
- c: collective biography or collective autobiography
- d: contains some biographical information

**FEST:** A *festschrift* is a work published in honor of a person, institution, or society on the occasion of an anniversary celebration

- 0: not a festschrift
- 1: festschrift

**CONF:**

- 0: not a conference
- 1: conference or collection of papers presented at a meeting

**FICT:**

- 0: non fiction
- 1: fiction

**INDX:**

- 0: does not have an index
- 1: has an index

**ME/B:**

- obsolete: leave blank