**Title: MARC for Archival Description**

**Description:** MARC for Archival Description covers the details involved in expressing archival description in the MARC bibliographic format. The course will cover the various aspects of the MARC bibliographic format and covers the application of the DACS content standard in the MARC format.

Includes all aspects of the MARC format, including fixed fields, main and added entries, subject added entries, and descriptive fields. Course includes hands-on exercises and the construction of a MARC record, discussion of the utility of MARC in the descriptive framework and identifies resources available for assisting in the construction of MARC records.

**Instructor(s):** Katherine M. Wisser

**Duration:** Full-day in-person

**Tiers**: Foundational

**Target Audience:** Archivist Practitioner

**ACE Category:** Arrangement and Description

 **Prerequisite Knowledge:** No prerequisite knowledge is required, but it is recommended that participants take the DACS workshop and/or the Forming Names webinar prior to this course.

**Learning Outcomes:**

* Understanding of the MARC Bibliographic Format Specific MARC fields and subfields relevant to archival description Application of DACS content and authorized forms of names to form a MARC record that represents

**Relationship to Other Courses:** This course is related to other courses in the arrangement and description curriculum, including DACS, Forming Names, EAD, and EAC-CPF. MARC provides another platform for the expression of archival description. It allows archival description to be expressed in an environment where other formats are also described.

**Course Outline:**

Introduction

The Utility of MARC in the Descriptive Framework How MARC Works:

Walking around the MARC format Concept of Entries:

Choice and Form Descriptive Fields Subject Added Entries Linking Records Control fields and the Fixed Field Resources Available to Support MARC Cataloging

**Supporting Materials:** Workbook including presentation and exercises

**Bibliography:** Understanding MARC Bibliographic, <http://www.loc.gov/marc/umb/>

Describing Archives: a Content Standard

**Contributors:** This is a revision of an earlier 2-day workshop MARC according to DACS. That workshop was developed by Katherine M. Wisser and Roslyn Holdzkom. It was a revision of a workshop, ACCD, developed by Roslyn Holdzkom and Melissa Delbridge.

**Copyright:** Yes

**Equipment Required of Participants:** None

**Equipment Required in the Classroom**: Laptop, projector, screen and white board/board to write on

Instructor Vitae:

<http://www2.archivists.org/sites/all/files/webform/kmwisserMarch302014.doc>

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