

## General guidelines for all types of records

- 008 as complete as possible (audience and language code, fiction, nonfiction)
- Appropriate identifying number (020, 024, 022, 028) consider adding subfield q. (ex. |q(paperback))
- 040 added when known
- 082 or 092 Add dewey number to nonfiction items
- 1xx/7xx with \$e relationship designator
- 245
- 246 Titles with numbers in them, alternate spellings, split words (When relevant)
- 250 Edition statement if appropriate
- 264 As complete as possible.
- 300
- 3XX follow RDA
- 490/8xx when relevant
- 520
- 521 added when known
- Subject headings 6xx
  - Use of at least one controlled LC vocabulary term.
  - Additional subject headings as appropriate
- At least one 655 LC genre heading