

2.7B17. SUMMARY.

LC practice: Bibliographic records issued by the Library of Congress may include summaries, reviews, and abstracts from various sources, both internal and external. They are included either in MARC 21 field 520 (Summary, Etc.) or 856 (Electronic Location and Access). Those written by LC staff are not attributed. Those from other sources are enclosed within quotation marks (except those retained in records used for copy cataloging) and are attributed.

Field 520

Input **summaries written by LC staff** in field 520 with Indicator 1 set to **blank** (display constant "Summary"). Do not include statements of attribution.

Background: Records for which LC staff may write summaries include those:

- 1) originating in LC overseas offices (042 = lcode) to indicate the subject content of materials in languages not readily known in the U.S.;
- 2) for material intended for young readers most likely to be included in organized collections such as those found in school or public libraries (042 = lcac);
- 3) for electronic resources.

Input **summaries obtained from external sources** in field 520 with Indicator 1 set to **blank** (display constant "Summary"), in quotation marks, and with attribution. Examples of these include:

- 1) those provided by publishers in the Cataloging in Publication (CIP) program; attribution:

... -- \$c Provided by publisher.

- 2) those occurring in records supplied by vendors and used as the basis for LC original cataloging; attribution:

... -- \$c Provided by vendor.

- 3) those taken directly from resources themselves; attribution:

... -- \$c Unedited summary from book.

LC staff do not write reviews for bibliographic records. However, when officially sanctioned by LC management, they can be obtained from external sources. Input such **reviews** in field 520 with Indicator 1 set to **1** (display constant "Review:"), in quotation marks, and with attribution. Some examples of attribution are:

- 1) ... -- \$c Reviewed Mar. 2004, "Best Free Reference Web Sites 2004." RUSA Quarterly, Fall 2004. Comp. by the MARS Best Free Websites Committee, RUSA, ALA.;

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- 2) ... -- \$c Handbook of Latin American Studies, v. 58. \$u
http://www.loc.gov/hlas/

Input **abstracts** obtained from external sources (LC staff do not write abstracts for bibliographic records) in field 520 with Indicator 1 set to **3** (display constant “Abstract:”), in quotation marks, and with attribution. Some examples of attribution are:

- 1) ... -- \$c World Bank Web site.

Retain **summaries, reviews, and abstracts already present** in field 520 in records used for copy cataloging (042 = lccopycat, pcc, etc.). Retain any attribution already present. If none is present, add the attribution:

... -- \$c Source other than Library of Congress.

However, do not enclose the summary, review, or abstract within quotation marks.

Field 856

Note: Providing 856 links to publisher descriptions, reviews, summaries, etc. is generally done as part of projects sanctioned by LC management.

Provide links to publisher descriptions in field 856 and include subfield \$3 (Materials specified) containing “Publisher description”.

Provide links to externally obtained reviews in field 856 and include a subfield \$3 (Materials specified) that characterizes the review and its source, for example:

In link to externally obtained review:

856 42 \$3 Book review (H-Net) ...

Provide links to summaries in field 856 and include a subfield \$3 (Materials specified) that characterizes the summary and its source, for example:

In link to summary scanned from book:

856 41 \$3 Unedited summary from book ...