**Entering ISBNs in SCLENDs MARC Records**

Field 020 in a MARC record is for ISBN (International Standard Book Number) and is always required if an ISBN is present. Until the end of December 2006, they were 10 digits. In January 2007, they were extended to 13 digits.

The ISBN is a unique identifier for an item, and it is how catalogers know that the item they have in hand corresponds to a record in the catalog. Many books published from 2007 to the present have both a 10 and 13 digit ISBN.

If you see a dual ISBN on an item, it is critical to include both in the MARC record. The 020 field is repeatable, and each ISBN gets its own 020. The ISBN is the only thing that goes in subfield $a$: no dashes, spaces, or qualifying information.

In an Evergreen MARC record, that title page verso information appears like this:

```
| 020 | ‡a 9780060853983 ‡q (paperback) |
| 020 | ‡a 0060853980 ‡q (paperback)   |
```

Including both ISBNs makes it easier for fellow catalogers to determine if their item matches yours, and it helps prevent duplicate records.

Subfield $q$ contains “*qualifying information*.” This may include terms such as: hardback, paperback, alkaline paper, set, volume 1, electronic book, etc.

If a record with only one ISBN appears to match the item you have in hand, you can use an [online tool](#) to convert an ISBN 10 to an ISBN 13 (or vice versa). Again, this will help ensure that we do not enter duplicate records.

It is equally important to remove all ISBNs that do not match the item in hand. The record for a hardcover book should not also include ISBNs for the electronic version, audiobook, mass market paperback, or anything else. Making sure that all items on a record share the same ISBN ensures that patrons will always receive the exact item they have requested.