|  |  |  |  |
| --- | --- | --- | --- |
| **Field** | **Description** | **Required** | **Format** |
| 500 | Note | Required | See notes below. |
| 504 | Bibliography, Etc. Note | Required | All |
| 505 | Formatted Contents Note | Required | Collections (Short stories; Songbooks; Essays) |
| 508 | Creation/Production Credits Note | Required | Audio; Visual |
| 511 | Participant or Performer | Required | Audio; Visual |
| 520 | Summary, Etc. | Required | Fiction |
| 533 | Reproduction Note | Required | All |
| 538 | System Details Note | Required | Computer; Audio; Visual |
| 546 | Language Note | Required | Non-English; Multilingual; Translations |

* “Required” always implies “Required if available”.

**500 Field**

The 500 field is used for a variety of miscellaneous purposes. There are a few cases wherein SWAN requires the use of a 500 note.

**Board books**

Use the following 500 note for all board books:

500 On board pages.

**Translations**

For works in translation where the translated language differs from the original, provide a note referring to the original title.

500 Translation of: Much ado about nothing.

**Combo packs**

SWAN has some requirements regarding Blu-ray/DVD combo packs. See [Combo Packs](https://support.swanlibraries.net/documentation/64629) for more information.

**504 Field**

This field is required if applicable. ~~Please include this note to identify bibliographic references either in footnotes and endnotes or in a dedicated bibliography. If references are collected within a dedicated bibliography, include the pagination if available.~~

**505 Field**

This field is required if an item's contents are not searchable through the title. SWAN prefers use of formatted contents notes to provide title access through title searching. Unformatted contents notes are only accessible using general keyword searching.

Provide contents notes for songbooks, short story collections, essay collections, and other collected works.

Contents notes are not required for poetry or for tables of contents that simply provide chapter names within a single work.

**508 Field**

This field is required if available for audiovisual materials. Provide only if production details can be discerned from the item itself.

**511 Field**

This field is required if available for audiovisual materials. ~~Provide names of participants and performers along with their role, instrument, or voice range if possible.~~ Use 7xx fields to trace names listed in a 511 note.

**520 Field**

Summary fields are required only for fiction materials and recommended for other materials at the discretion of the cataloger. Summaries may be sourced from the item itself or an outside source such as a vendor or publisher.

For collections and box sets, you may provide multiple summaries in separate fields if each is clearly labeled with the title being summarized.

**533 Field**

If an item is a reproduction, this field is required for identification purposes.

**538 Field**

System Details notes are required if available for computer and audiovisual materials. For computer materials, record system requirements. For audiovisual materials, record format, region, resolution, aspect ratio, and hardware requirements.

Record the 538 field according to the item in hand. If the item does not provide the necessary information, there is no need to infer or gather this information from an outside source.

**546 Field**

A language note is required for all non-English or multilingual materials. If cataloging a translation, include also the language from which the material has been translated. All languages listed in a 546 field should also be represented in the 041 field.