Editing MARC Records (OhioLink / MaineCAT / Library of Congress)

- Select the database of your choice

**NOTE:**
- OhioLink and MaineCAT have school libraries in their consortium.
- Selecting “Other LibraryWorld libraries you have joined” will give you access to the JCPS Union database – these records require no editing.

- Scan / type in the ISBN

```
2. Search Z39.50 collections or joined libraries. To edit, click on the pencil to the right of the title.

ISBN: 9780061906220, or
LCCN, or
ISSN, or
with the title and/or
created by
```

- Click on the divot to verify publication information
- Click on the title link
Click on the pencil

Once the record appears on the screen, click on “MARC View”

Editing the MARC record

Delete the 082 field after you copy the call number.

Verify headings in Sears

See “Editing Tips for School Librarians” for more information.
Original Cataloging

- Select “New Record”

- Option 1 – select the format you will be cataloging


See all material types: Material Types.

- Fill in highlighted fields – once you complete the fields – select “Submit”

```
LCCN: [ ] ISBN: [ ]
Call Number: [ ]
Author: [ ]
Title: [ ]
Subtitle: [ ]
Authority: [ ]
Medium: [ ] Edition [ ] 2nd or >
Place Published: [ ]
Publisher: [ ]
Description: [ ]
Notes: [ ]
Subject 1: [ ] Division: [ ]
Subject 2: [ ] Division: [ ]
Subject 3: [ ] Division: [ ]
```

NOTES:

To proceed directly to the MARC record – select “Submit” prior to completing the form

Punctuation: The system does not automatically add RDA punctuation

ISBN: Add all ISBNs for the item – both 10 and 13 digit numbers (no hyphens)

Authority: This is the author statement that is found in the 245 subfield c (should be listed as found on the title page or primary source of information)

Medium: General Materials Designators to further define the type of material. (Periodical is not used as a medium or materials designator)
Change Type -- Catalog Menu

- Select “Change Type” for a listing of available formats

Add Field | Add Copy | Delete Record | Marc View | Change Type | Add to Clipboard

Select a Catalog Record Type:

<table>
<thead>
<tr>
<th>Type Name</th>
<th>Description, examples...</th>
</tr>
</thead>
<tbody>
<tr>
<td>am Book</td>
<td>Textual material that is monographic in nature.</td>
</tr>
<tr>
<td>as Serial</td>
<td>Textual items with a recurring pattern of publication, e.g., periodicals, newspapers, yearbooks.</td>
</tr>
<tr>
<td>em Map</td>
<td>All types of cartographic materials, including sheet maps and globes in printed, manuscript, electronic, and microform</td>
</tr>
<tr>
<td>gm Visual Material</td>
<td>Projected media, two-dimensional graphics, three-dimensional artifacts or naturally occurring objects, and kits. Used for archival visual materials when format or medium is being emphasized.</td>
</tr>
<tr>
<td>cm Music</td>
<td>Printed, electronic, microform and manuscript notated music.</td>
</tr>
<tr>
<td>im Non-Music Sound Recording</td>
<td>Nonmusical sound recordings.</td>
</tr>
<tr>
<td>jm Sound Recording</td>
<td>Musical sound recordings.</td>
</tr>
<tr>
<td>mm Computer File</td>
<td>Used for computer software, numeric data, computer-oriented multimedia, online systems or services.</td>
</tr>
<tr>
<td>tm Manuscript</td>
<td>Manuscript and or language material item.</td>
</tr>
<tr>
<td>pm Mixed Material</td>
<td>Primarily archival and manuscript collections of a mixture of forms of material. Material may be monographic or serial in nature.</td>
</tr>
</tbody>
</table>

- Select the appropriate format (Name) and the system will automatically change the format from the default (Book)
Normal View for Original Cataloging

MARC View for original cataloging

- Delete blank fields once the record has been completed
- DO NOT DELETE the following fields: 001, 005, 008
Add Field -- Catalog Menu

Add Field: Ten major categories of MARC tags are listed

Adding a Field to a Record: Return to Record

0XX Identifiers
1XX Main Entry
2XX Titles and title paragraph (title, edition, imprint)
3XX Physical description, etc.
4XX Series statements
5XX Notes
6XX Subject Access fields
7XX Added entries other than subject or series, linking fields
8XX Series added entries, etc.
9XX Microsoft Pre 1987 Local Holdings

Example: 1XX Main Entry

Adding a Field to a Record: Return to Record | Back

100 Main Entry-Personal Name
110 Main Entry-Corporate Name
111 Main Entry-Meeting
130 Main Entry - Uniform Title

• Selecting a specific field will provide all major subfields associated with the field

Adding Subfield - Return to Field

To Field: Main Entry-Personal Name (100)

Name
Personal Name ($a)
Titles and other words associated with a name ($c)
Dates Assoc. with name ($d)
Relator Term ($c)
Fuller form of name ($q)

Example
"Adams, Henry"
"Rev."
"1919-"
interviewer
"Adams, Henry R."
Editing MARC fields

- Indicators – should be added according to MARC standards
- Once you complete the information select “SAVE”
- Move subfields prior to typing information or once you have saved the field
- “Save and Add Subfield” – allows you type and save information that add additional subfields/information
- Once you complete the MARC record – delete all blank fields
- Be sure to select “SAVE” – if the record is not saved all changes will be lost

Notes:
- RDA punctuation must be added
- Standard subfields are automatically included with the MARC tag
- Select “Add Subfield” for a listing of subfields and examples
Add Copy – Catalog Menu

- Search for the item that you would like to add copies to

Add Field | Add Copy | Delete Record | Marc View | Change Type | Add to Clipboard

- Select “Add Copy” – highlighted fields are required by JCPS

Remember to save record to clipboard for printing spine label(s).

Status: System supplied – LibraryWorld only recognizes “IN” and “OUT”

Barcode Number: If using a scanner – enter this last (scanning triggers an automatic save and returns you to the MARC record)

Branch: Location code (4 digits) – school code preceded by a zero (e.g., 0_ _ _)

Collection: Two code characters associated with loan policies.

- TX – print materials
- VR – video and DVD recordings
- SR – sound recordings (this includes cassettes, CDs, playaways)
- PE – periodicals
- EQ – equipment
- KI – kit
- PF – professional
- RF – reference

Call Number: Item specific call number
In the MARC record fields 082, 092, 090, and 099 – provide a source for call numbers

Price: Cost of item (do not enter $)

Share or Change Cover

- From the Catalog Module
- Search / select the item
- Select “Share or Change Cover”

Change Cover

Select a file to upload or return to the Home Page: Return to Record.

Please do not upload any image that contains sales or online service information like 'Search Inside' or '10% Off'.

Select a file: Browse

Or, Click here to hide current or future cover images. Hide Cover Image

Or, choose one of the following covers.

Image cover sharing is designed to identify and promote the use of items owned by your library. The size of an image is limited to 24K to protect the potential rights of copyright holders. Any owner of copyrighted images may ask for them to be removed by contacting LibraryWorld, Inc.

Warning: Images shared are subject to review and removal if deemed inappropriate or not serving the purpose of the service.

- If you wish to change the image, select image from the selection or navigate (browse) to where the image is stored.
Warning: Do not upload images from other library catalogs. Sources for covers should be limited to Amazon or vendor/publisher source. JCPS vendors are providing covers when available.
Clipboard – Catalog Menu

Add Field | Add Copy | Delete Record | Marc View | Change Type | Add to Clipboard

Add to Clipboard: Allows storage of MARC record for use with reports (e.g., spine labels) or for exporting. Records remain in the clipboard until “Clear” is selected.

Export | Clear

Clipboard - 2 Record(s)

<table>
<thead>
<tr>
<th>Library</th>
<th>Title</th>
<th>Author</th>
<th>Call Number</th>
<th>Copies/In</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAIRMONT LIBRARY</td>
<td>1809-2009 Kentucky Abrahm Lincoln Bicentennial</td>
<td></td>
<td>0 / 0</td>
<td></td>
</tr>
<tr>
<td>FAIRMONT LIBRARY</td>
<td>Abraham Lincoln - Civil War president /</td>
<td>Grabowski, John F.</td>
<td>B Lin</td>
<td>1 / 1</td>
</tr>
</tbody>
</table>

- Selecting a specific title in the listing will open the record (Normal view) and give the user the option to remove that item from the clipboard.
- To leave the clipboard area – you must select “Manage” and then re-enter the module of choice.

NOTES: Sorting is based on the Title (245 field)

Editing of MARC records is not available in the “Clipboard”
Printing Spine Labels -- Clipboard

- From the Catalog module
- Select “Add to Clipboard” from the catalog menu

Add Field | Add Copy | Delete Record | Normal View | Change Type | Add to Clipboard

- Clipboard will indicate how many records have been saved for use

- Once the items have been saved for use in the “Clipboard” select “Reports”
- Under “Other Reports,” select “Catalog Labels”
- Once the form is completed, select “Generate Report”
Printer Options

Within the Internet Browser:

- Select “File”
- Arrow down to “Page Setup”
- Orientation will be Portrait

- Click on “Margins & Header/Footer” tab
- Adjust margins to the following settings

  - Left          0.3
  - Right         0.25
  - Top           0.5
  - Bottom        0.25
- Click on down arrows under “Headers & Footers” and change them all to “blank”
Printing Spine Labels -- Series of Consecutive Barcode Numbers

Option 1 – Provides the listing of titles/items prior to printing spine labels

- From the Catalog Module, select “Advanced”
- Under “Range Searching” change the field option to “Barcode”
- Type in the first barcode number in the field “From”
- Type in the last barcode number in the field “To”
- Select “Range Search”
- Once the listing of titles/items appears on your screen – select “Reports”
- Under “Other Reports,” select “Catalog Labels”
- Select the option for “All copies from find set”
- Once the form is completed, select “Generate Report”

Catalog Spine and Pocket Label Report

Source:

- All copies from find set
- All copies from the clipboard.
- All copies containing barcodes from [ ] to [ ]

Start printing at label position. Spine and pocket [1-10] or Spine only [1-30] [ ]

- Print branch names
- Print locations

- Large Font

Label type: Spine Only Spine and Jacket

Be sure to de-select the options: "Print barcodes," "Print branch names" and "Print locations"
Printing Spine Labels -- Series of Consecutive Barcode Numbers

Option 2 – Generates Spine Label Report immediately (no listing of titles)

- Select “Reports”
- Under “Other Reports,” select “Catalog Labels”
- Once the form is completed, select “Generate Report”

Catalog Spine and Pocket Label Report

Source:

☐ All copies from find set.
☐ All copies from the clipboard.
☐ All copies containing barcodes from [ ] to [ ]

Start printing at label position: Spine and pocket [1-10] or Spine only [1-30] 1
☐ Print barcodes

☐ Print branch names
☐ Print locations
☐ Large Font

Label type: ☐ Spine Only ☐ Spine and Jacket

Be sure to de-select the options: “Print barcodes,” “Print branch names” and “Print locations”
Printing Spine Labels – Single Labels

- Select “Reports”
- Under “Other Reports,” select “Catalog Labels”
- Select “All copies containing barcodes from _________ to _________
  (In both fields enter the same barcode number)
- Once the form is completed, select “Generate Report”

Catalog Spine and Pocket Label Report

Source:
- All copies from find set.
- All copies from the clipboard.
- All copies containing barcodes from [ ] to [ ]

Start printing at label position: Spine and pocket [1-10] or Spine only [1-30] 1  [ ] Print barcodes

☐ Print branch names  Be sure to de-select the options: “Print barcodes,”
☐ Print locations  "Print branch names" and "Print locations"

☐ Large Font

Label type: ☐ Spine Only  ☐ Spine and Jacket
Delete Record (Normal or MARC View) – Catalog Menu

- Select title
  
- Select the link for “Delete Record” – a notification will appear at the top of your screen asking for confirmation of the deletion

Alert! Confirm deletion of record: Yes, delete record. | No, return to record.
Replacing MARC Records

Often, an item with an incomplete MARC record will cause several errors in the exception report. Rather than correct individual errors, it is better to replace the incomplete MARC record with a full MARC record. The following are directions for replacing a record.

- Pull the item in question from the shelf.
- Search the database by barcode number and open the record in question. Compare the ISBN on the item with the ISBN on the book and make sure it has been entered correctly. If there is no ISBN in the record, you must enter it. To correct or add the ISBN, click on the ISBN field.

- Enter the ISBN without dashes or spaces and click “Save.”
Replacing MARC Records (continued)

- Save the changes to the MARC record.

- Click on “New Record”
Replacing MARC Records (continued)

- Select a database to search. If you have had Union training, start with "Other LibraryWorld libraries you have joined." (See note below.) If you get no matches, try MaineCAT OhioLINK, and Library of Congress, in that order. Type or scan the ISBN in the appropriate box and click "Search."

Adding New Catalog Records

This page provides two methods for adding records, manually or Z39.50 lookup. Don’t forget to edit and add copies to new titles if you are bar coding or planning on circulating items.


2. Search Z39.50 collections or joined libraries. To edit, click on the pencil to the right of the title.

   ISBN: 9780803731646
   LCCN: , or
   ISSN: , or
   with the title and/or created by

   Search

   © Library of Congress
   © OhioLINK Central Catalog
   © UCLA Library
   © Princeton University
   © National Library of Medicine
   © MaineCAT
   © British Library
   © Canadian National Catalogue
   © Trinity College, Dublin
   © Other LibraryWorld libraries you have joined.
• If you get a match, a message will appear under the title in the results list. Click on the divot to verify that the publication information matches the item.

Replacing MARC Records (continued)

• If the publication information is a match, click on the words “Replace matched record.”

• The MARC record will open. Change it to MARC View before editing the record.
Replacing MARC Records (continued)

- See the “Editing MARC records” handout to make necessary edits to the record.

Note: The arrows indicate fields that would be deleted in this record.
Replacing MARC Records (continued)

- After editing the record, click on the barcode to open the copy record and make sure the correct call number is in the copy record. Remember to click “Save” to save any changes that were made to the copy.

- Click “Save Record” to save changes to the MARC record.
1. Catalog: Entry Record
   Record has been modified.
   - [Save Record]

   1 of 1, Return to List | Print | Add a New Record

<table>
<thead>
<tr>
<th>Add Note</th>
<th>Add Cover</th>
<th>Add Link</th>
<th>Add Image</th>
<th>Add Note/Link</th>
<th>Delete</th>
<th>Add Note/Link</th>
<th>Change Type</th>
<th>Add to Clipboard</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

   **001:** $4.50
   **000:** 060717b2707 my ng 0601 eng
   **010:** $a000018528
   **020:** $a000018528 (hardcover): $b$19.99
   **020:** $a070680370304 (hardcover): $b$16.90
   **035:** $aOCLC:C20702776
   **037:** $aSolvent Library Guild $dhttp://www.janetslibraryguild.com
   **040:** $aF Tar
   **100:** 1 $aTarshis, Lauren
   **240:** 10 $aSixth-grade student falls out of a tree / by Lauren Tarshis.
   **260:** $aNew York, N.Y. : Scholastic Inc. : $b2007.
   **500:** $b199 p. : $b10 cm.
   **500:** $bSixth Grade : $b9th grade.
   **500:** 0 $bArk Junior Library Guild selection
   **520:** $aSixth-grade student falls out of a tree / by Lauren Tarshis.
   **520:** 0 $aSixth-grade student falls out of a tree / by Lauren Tarshis.
   **528:** 0 $aSixth-grade student falls out of a tree / by Lauren Tarshis.

   **Status** | **Barcode** | **Branch/Location** | **Call Number** | **Copy** | **Volume** | **Issue** | **Price** | **Due Date**
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>X1</td>
<td>05038931249678</td>
<td>0100</td>
<td>F Tar</td>
<td>7.00</td>
<td>17.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>