

Creating a MARC Record

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1. Go to "More" than "Cataloging"



Search the catalog and the reservoir:

Submit

[Cataloging Search](#) [Check Out](#)

[ome](#) › [Cataloging](#)

[New Record](#) ▾

- Default Framework
- Books, Booklets, Workbooks
- Audio Cassettes, CDs
- Kits
- Inventory
- Binders
- Models
- CD-ROMs, DVD-ROMs, General Online Resources
- DVDs, VHS
- Serials

Choose "New Record"
"Books, Booklets, Workbooks"

Add MARC Record

Change framework: Books, Booklets, Workbooks

0 1 2 3 4 5 6 7 8 9

000 - LEADER

nam a22 7a 4500

005 - DATE AND TIME OF LATEST TRANSACTION -

006 - FIXED-LENGTH DATA ELEMENTS--ADDITIONAL MATERIAL CHARACTERISTICS--GENERAL INFORMATION +-

007 - PHYSICAL DESCRIPTION FIXED FIELD--GENERAL INFORMATION +-

008 - FIXED-LENGTH DATA ELEMENTS--GENERAL INFORMATION

130417t xxu|||| |||| 00| 0 eng d

020 - ISBN +-
a

International Standard Book Number

024 - OTHER STANDARD IDENTIFIER +-

037 - PUBLICATION, DISTRIBUTION DETAILS--SOURCE OF ACQUISITION +-

040 - CATALOGING SOURCE -

a Original cataloging agency

c Transcribing agency

d Modifying agency

e Description conventions

041 - LANGUAGE CODE +-

050 - LIBRARY OF CONGRESS CALL NUMBER +-

074 - GPO ITEM NUMBER +-

082 - DEWEY DECIMAL CLASSIFICATION NUMBER +-

086 - GOVERNMENT DOCUMENT CLASSIFICATION NUMBER +-

Click in the first two empty boxes and they will fill in

Click on "ISBN" to reveal text box, type in ISBN, this is number above the barcode on book

Enter the name of the School in "a" Person in "c"

Go to tab 1

Add MARC Record

Change framework:

- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

100 - MAIN ENTRY--PERSONAL NAME -

▲ 4 Relator code + -

▲ 9 9 (RLIN) -

▲ a Personal name + -

▲ b Numeration -

▲ c Titles and other words associated with a name + -

▲ d Dates associated with a name -

▲ e Relator term + -

▲ q Fuller form of name -


110 - MAIN ENTRY--CORPORATE NAME -

111 - MAIN ENTRY--MEETING NAME -

130 - MAIN ENTRY--UNIFORM TITLE -

Author Name

Add MARC Record

 Save Change framework:

0 1 2 3 4 5 6 7 8 9

210 - ABBREVIATED TITLE +- 

222 - KEY TITLE +-

240 - UNIFORM TITLE -

243 - COLLECTIVE UNIFORM TITLE -

245 - TITLE STATEMENT

^ a Title

^ b Remainder of title

^ c Statement of responsibility, etc

^ h Medium

246 - VARYING FORM OF TITLE +-

247 - FORMER TITLE +-


250 - EDITION STATEMENT -

260 - PUBLICATION, DISTRIBUTION, ETC. (IMPRINT) +-

270 - ADDRESS +-

Book Title

Add MARC Record

 Save Change framework:

0 1 2 3 4 5 6 7 8 9

300 - PHYSICAL DESCRIPTION + 

^ a Extent

^ b Other physical details

^ c Dimensions

^ e Accompanying material

^ f Type of unit

^ g Size of unit

Enter # of pages in book

Add MARC Record

Change framework: Books, Booklets, Workbooks

0 1 2 3 4 5 6

500 GENERAL NOTE + -

Enter summary from book if available, not mandatory

505 - FORMATTED CONTENTS NOTE + -

520 - SUMMARY, ETC. + -

▲ a Summary, etc

▲ b Expansion of summary note

▲ u Uniform Resource Identifier

Enter Lexile number if available

521 - GRADE LEVEL/TARGET AUDIENCE NOTE + -

▲ a Target audience note

▲ b Source

Enter Accelerated Reader Info if available

522 - GEOGRAPHIC DETAILS/GEOGRAPHIC COVERAGE NOTE + -

526 - STUDY PROGRAM INFORMATION NOTE + -

▲ a Program name

▲ b Interest level

▲ c Reading level

▲ d Title point value

538 - SYSTEM DETAILS NOTE + -

Add MARC Record

Change framework:

- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9

- ADDED ENTRY--PERSONAL AUTHOR +-
- 9 (RLIN) -
^ a Personal name -
^ b Numeration -
^ c Titles and other words associated with a name +-
^ d Dates associated with a name -
^ e Relator term +-
^ q Fuller form of name -
710 - ADDED ENTRY--CORPORATE AUTHOR +-
711 - ADDED ENTRY--MEETING NAME +-
720 - ADDED ENTRY--UNCONTROLLED AUTHOR +-
730 - ADDED ENTRY--UNIFORM TITLE +-
760 - MAIN SERIES ENTRY +-
796 - LOCAL ADDED ENTRY--PERSONAL NAME (RLIN) +-
797 - LOCAL ADDED ENTRY--CORPORATE NAME (RLIN) +-
798 - LOCAL ADDED ENTRY--MEETING NAME (RLIN) +-
799 - LOCAL ADDED ENTRY--UNIFORM TITLE (RLIN) +-
Author Name

Add MARC Record

Change framework:

0 1 2 3 4 5 6 7 8 9

270 - PUBLICATION, DISTRIBUTION DETAILS--ADDRESS + -

365 - PUBLICATION, DISTRIBUTION DETAILS--TRADE PRICE + -

366 - PUBLICATION, DISTRIBUTION DETAILS--TRADE AVAILABILITY INFORMATION + -

541 - ACQUISITION INFO--IMMEDIATE SOURCE OF ACQUISITION NOTE + -

583 - ACQUISITION INFO--ACTION NOTE + -

942 - ADDED ENTRY ELEMENTS (KOHA) -

^ c *Item type*



Change item type to appropriate item