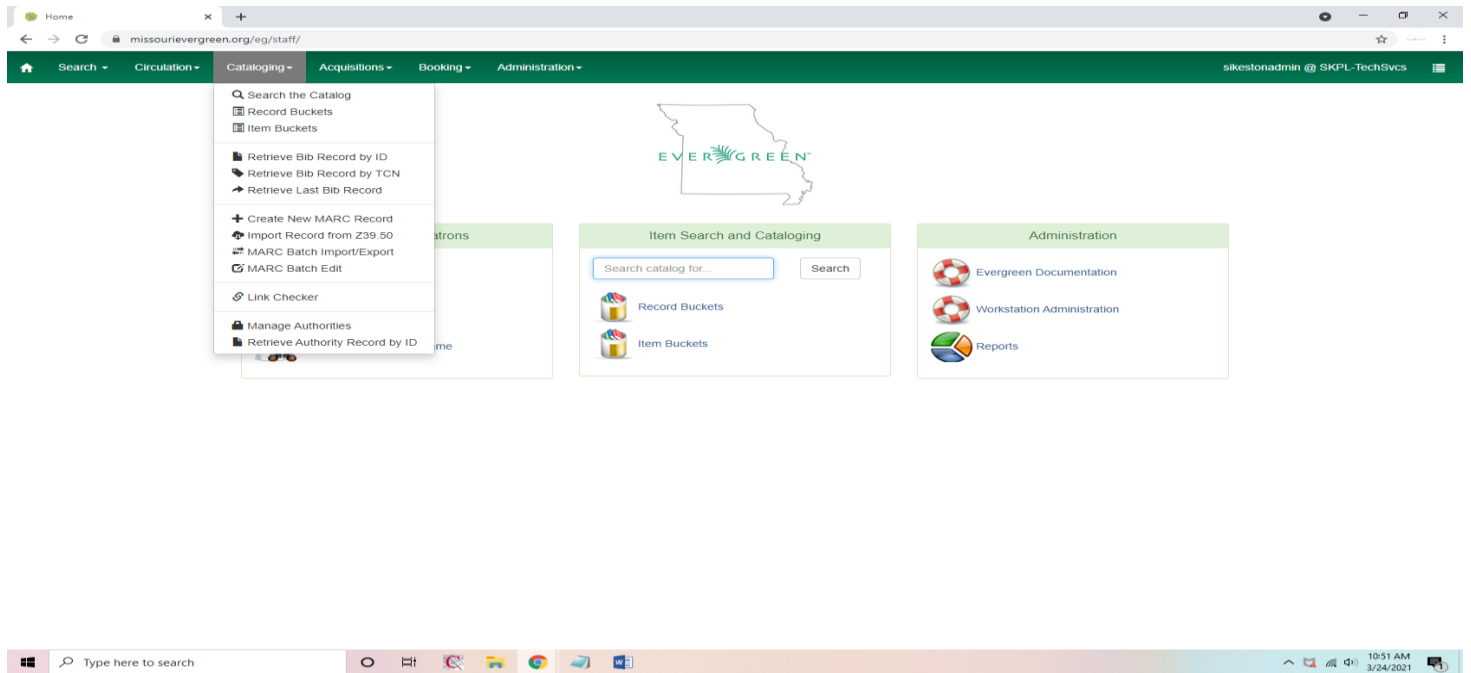


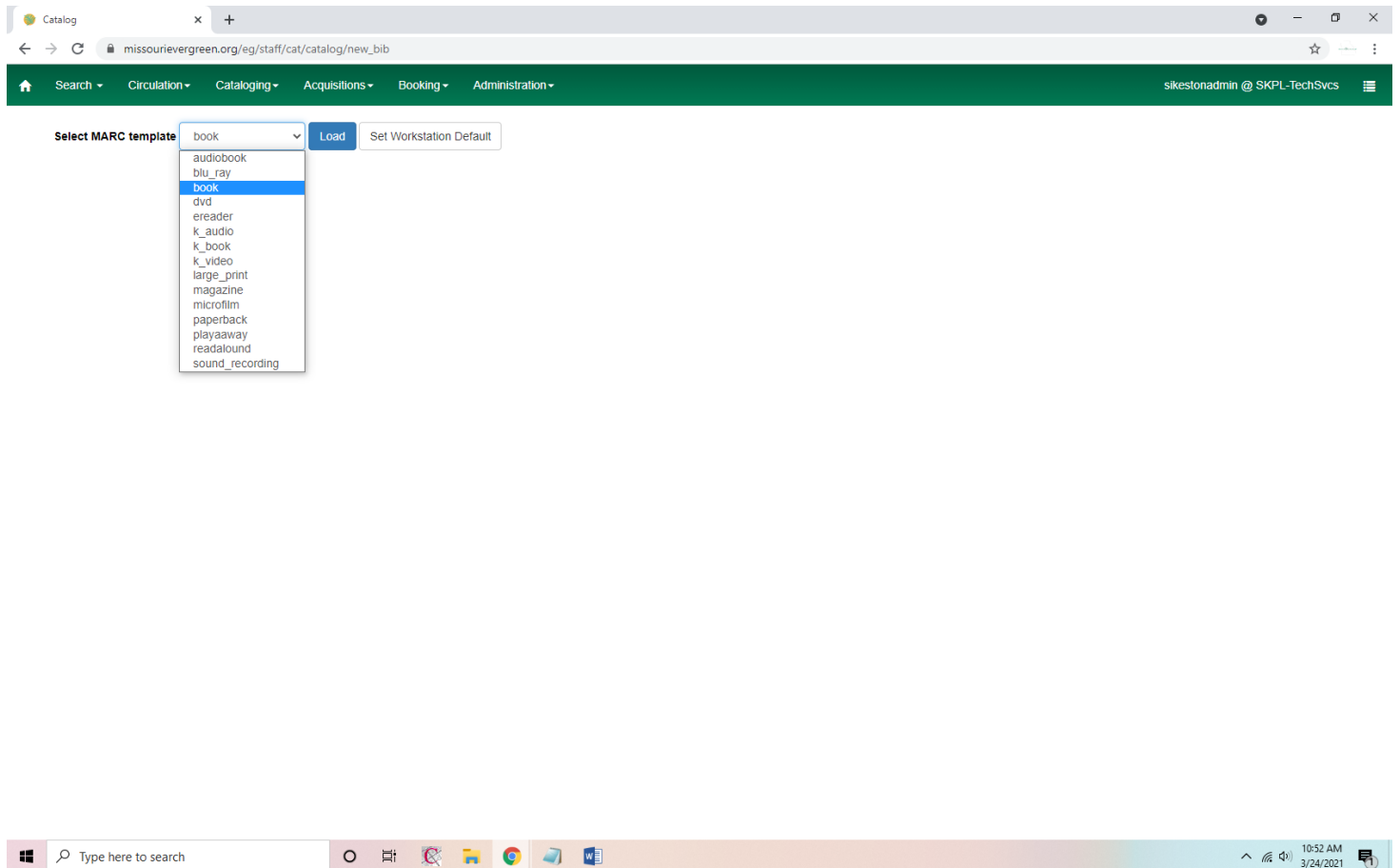
CREATING A MARC RECORD FOR MATERIALS WHERE NO RECORD IS AVAILABLE

For most of us, the majority of materials in our libraries are books. So this document focuses in depth on cataloging books. You will also find that cataloging other materials in your library involves relatively minor changes to the way you catalog books. To start original cataloging follow these steps.

1. From the cataloging tab, select “Create New MARC Record”

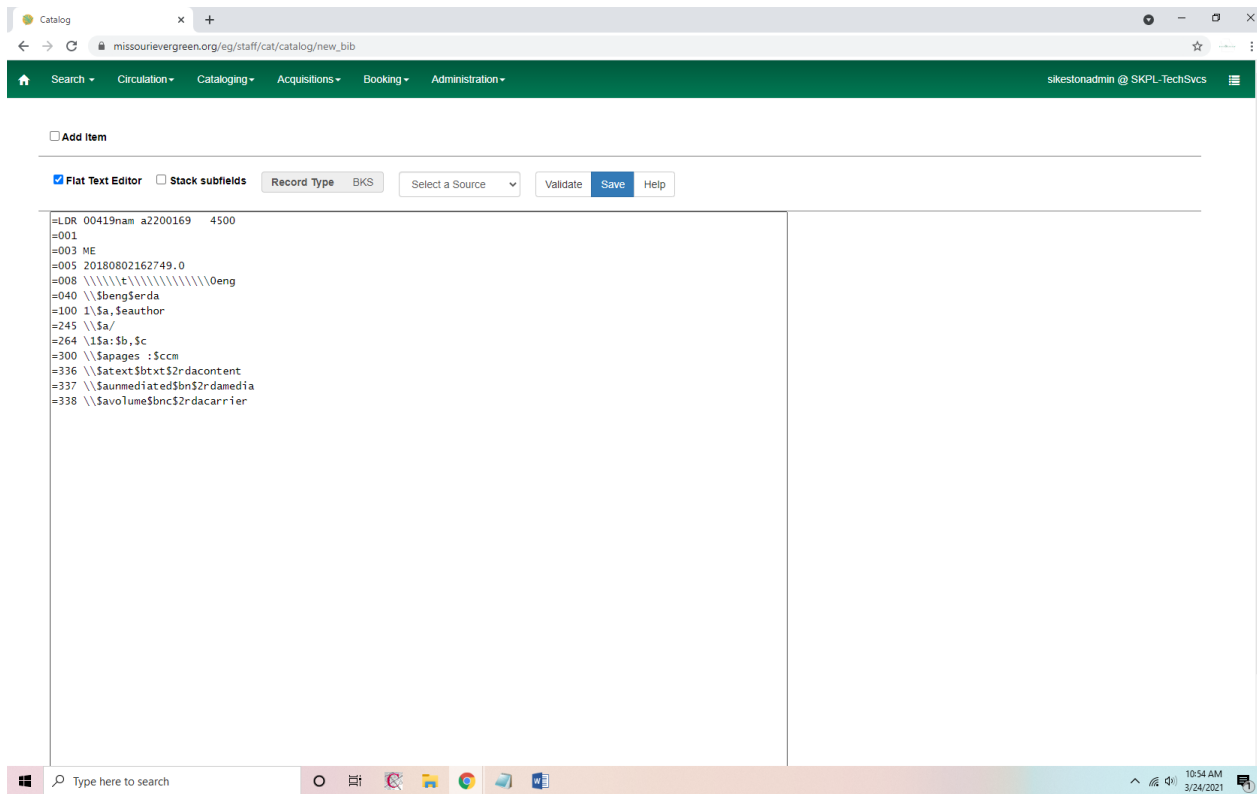


2. Select the appropriate template for the item you wish to add. Click “Load” to load a blank template.



3. Many of the default fields are already present. These are the minimum fields required for any original record created:

MARC FIELD	DESCRIPTION
Format	Uncheck the "Flat Text Editor" box to enter format in the "Type" box at the top left. Right-click this box for coding for various material types.
020a	ISBN
024a	UPC for video recordings
049a	Your library's OCLC code to show authorship of the record
100a	Author (Last name, first name)
245a	Title of the material
245c	Author's name (First name, Last name)
264a	Place of publication
264b	Name of publisher
264c	Date of publication
300a	Number of pages in book, number of discs in videorecording or audiobook
300c	Height of book in cm, or size of disc (4 ¾ inches)
520a	Abstract – summary of plot of book or videorecording
650a	Subject field – at least one required



For a complete Field list for the MARC 21 Format for Bibliographic Data, see the Library of Congress web page at <http://www.loc.gov/marc/bibliographic/ecbdlst.html>.