

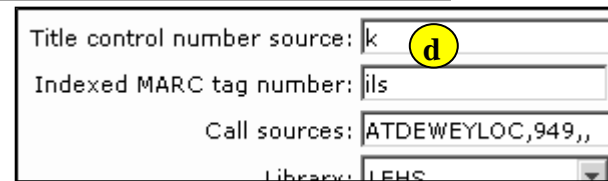
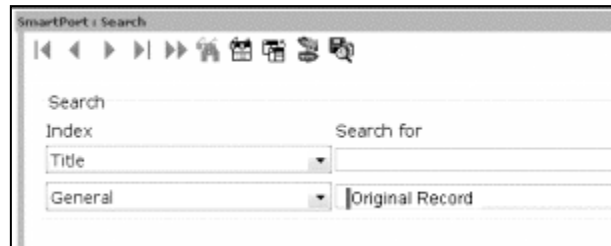
Original Cataloging - Book Template

This template is to be used for commercially produced materials. Use it if you are unable to locate a record in any of the SmartPort databases.

NOTE: *If you find a record for the original published edition, then reprints, paperback, or rebound editions by Scholastic, Turtleback, Bound to Stay Bound, Aladdin, Puffin and similar companies may be added to that record. You need to examine the verso (back of title page) carefully for that information. A new record is not required if the content and format have not changed. New bindings and/or reprints do not require new records. If the new edition includes changed or added content then a new record is required. If you are unsure, create a new record.*

1. **Export** the template using SmartPort.

- a. **Select** the TEMPL (template) database.
- b. **Search** for the template using General for the search index and ORIGINAL RECORD for the search term.
- c. **Select** the appropriate template for your item.
- d. **Capture and save** as a NEW record, remove oisl from the Title Control Number Source and **replace it with "k"**. The record will load as new with a unique Title Control number.

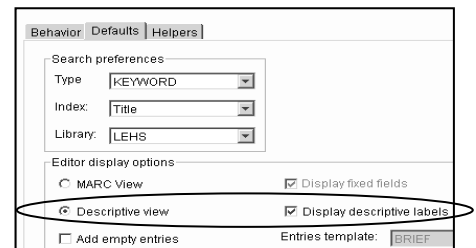


NOTE: *It is recommended that templates be downloaded only as needed, as they may be updated from time to time by INFOhio and they could become corrupted if left to reside in a local catalog.*

2. **Select** the Modify Title Wizard. If you haven't done so already, change the properties (right click on the Modify Title wizard).

- **Bullet** Descriptive View.
- **Check** Display descriptive labels.

3. **Display** your template. The template you exported will be the Current Title.



When completing the template, keep in mind:

- Fields in **Bold and starred (*245)** should be completed if the information is available.
- Records can be as detailed or as simple as you desire. If you do not want a tag or field, use the delete a field helper to remove it. (Put your cursor in the unwanted box and click the delete helper.) Be sure to delete **ALL** tags and fields you do not want. A completed record should not have any XXXXs in it.



- If you do not want some of the subfields in a tag, you must remove the punctuation preceding it, the pipe, subfield letter, and its text.

Physical descrip 300 XXXp. :|bill. ;|cXX cm. +|eACCOMPANYING MATERIAL

Physical descrip 300 32p. :|bill.

- You may find it helpful to use any or all of the tip sheets in this section of the Sirsi manual. They are color coded making it easier to spot punctuation and mandatory fields.
- If these directions are followed carefully, title, author, subject and series fields will hyperlink correctly.

Fixed Fields

BOOK TEMPLATE : REMAINDER OF TITLE / LAST NAME, FIRST NAME, DATES						
Control	Bibliographic	Call Number/Item	Bound-with			
<input type="checkbox"/> Shadow title						
Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl
Desc	a	Entrd	U30821	Pat_Tp	s	Date1
Date2		Ctry		Illus		Audience
Repr		Cont		GovtPub		ConfPub 0
Festschr	0	Indx	0	Fiction		Biog
Lang	eng	Mod_Rec		Source	d	

***Date entered on file (Entrd):** This date must be replaced with the current date. Enter as YYMMDD

- *Date 1:** Enter publication date.
- If there is not a publication date but a copyright date is available, you may use the copyright date.
 - If there is no date at all, you must estimate a date or replace the unknown digits with the letter 'u.' EXAMPLE: 19uu.

Edit the remainder of the tags as appropriate for your item.

001 – Do nothing!

005 – Do nothing!

007 – Do nothing!

010 – LCCN – Library of Congress

Control number

Delete "LCCN" and **replace** with the number if appropriate or else delete the tag.

***020 - ISBN**

Delete "ISBN" and **replace** with the 10 or 13

digit number. Do not use dashes or spaces. If your item does not have an ISBN, delete the tag.

LCCN	010	LCCN
ISBN	020	ISBN
Cataloging source	040	SCHOOL LC CODE
Personal Author	100 1	LAST NAME, FIRST NAME, dDATES.
Title	245 10	BOOK TEMPLATE : bREMAINDER OF TITLE / cSTATEMENT OF RESPONSIBILITY.
Variant title	246	VARYING FORM OF THE TITLE
Edition	250	EDITION STATEMENT.
Publication info	260	LOCATION : bPUBLISHER, cPUBLICATION DATE.
Physical descrip	300	XXX p. : bill. ; cXX cm. + eACCOMPANYING MATERIAL.
General Note	500	XXXXXXXXXX.
Bibliography note	504	Includes bibliographic references (p. XX-XX) and index.
Contents Note	505	TITLE -- TITLE -- TITLE.
Contents Note	505	TITLE / by AUTHOR -- TITLE / by AUTHOR -- TITLE / by AUTHOR.
Contents Note	505	v. 1. TITLE OR PART -- v. 2. TITLE OR PART -- v. 3. TITLE OR PART.
Summary	520	XXXXXXXXXXXX.
Personal subject	600	PERSON'S LAST NAME, FIRST NAME, dDATES.
Subject term	650	TOPICAL SUBJECT.
Geographic term	651	GEOGRAPHIC SUBJECT.

***040 – CATALOGING SOURCE**

Delete "SCHOOL LC CODE" and **replace** with your school's Library of Congress (LC/NUC) code. Remember, it is case sensitive. If you don't know your school's code, please look it up here: https://www.infohio.org/images/_DOCS/librarians/LibraryofCongressCodesforOhioSchools.pdf

Example: 040 OLmlUC

***100 – PERSONAL AUTHOR**

Use this tag if your item was written by a single person. If the work is a compilation of several authors, (ie. a video or encyclopedia), delete this tag and enter their names in the 700 tag.

Delete "LAST NAME, FIRST NAME" and **replace** with the author's name in that format. If you know the author's birth / death dates **delete** "DATES" and **enter** them. If you do not know the author's birth / death dates, **delete** "|dDATES"

Example: 100 1 Mitchell, Margaret, |d1900-1949.

***245 – TITLE**

245	10	BOOK TEMPLATE : bREMAINDER OF TITLE / cSTATEMENT OF RESPONSIBILITY.
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The first indicator tells if there is a main author in the 100 tag. If so, it should be a 1 (one). If the work is the compilation of many authors and there is no 100 tag, the first indicator should be changed to a 0 (zero).

Examples:

245 10 Charlotte's web /|cby E.B. White ; pictures by Garth Williams.
245 00 Great books of the Western World.

The second indicator is what determines how the title will sort alphabetically. Spaces count as a character. **Determine** if it should remain 0 or be changed.

Examples:

If no initial article enter a zero (0) 245 10 Gone with the Wind.
A = 2 245 12 A Raisin in the sun.
The = 4 245 14 The plays of Oscar Wilde.

Delete " _____ TEMPLATE" and **replace** with the item's title as it appears on the title page.

Example: 245 10 General, organic, and biological chemistry.

Delete "REMAINDER OF TITLE" and **replace** with remainder of the title or delete " :|REMAINDER OF TITLE"

Example: 245 10 General, organic, and biological chemistry :|ba brief introduction.

Delete "STATEMENT OF RESPONSIBILITY" and **replace** with the author, illustrator, translator, editor, etc. Enter name as it appears on the title page. Or delete " /|c STATEMENT OF RESPONSIBILITY."

Example: 245 10 General, organic, and biological chemistry :|ba brief introduction /|cM. Lynn James, James O. Schreck.

246 – Variant title

This is most commonly used for items that have numbers or abbreviations in the title and is needed so either format will yield results in a search. If the title of your item has variations, **delete** “VARYING FORM OF THE TITLE” and **replace** with the alternate title. If there is no variant title, delete the tag.

Example:

245 One Hundred and One Dalmatians.
246 101 Dalmatians

250 – Edition Statement

Delete “EDITION STATEMENT” and **replace** with the edition (usually found on the title page). If there is no edition statement, delete the tag.

Example: 250 1st ed.

***260 – PUBLICATION INFORMATION**

Delete “LOCATION” and **replace** with the place of publication

Delete “PUBLISHER” and **replace** with the name of the publisher or distributor

Delete “PUBLICATION DATE” and **replace** with publication or distribution date.

NOTE: This MUST match the date entered in the leader in the Date1 field.

Example: 260 London :|bMacmillan,|c1967.

If there is no date of publication but a copyright date is available, you may use the copyright date preceded by the letter ‘c’ to identify it as a copyright date.

Example: 260 London :|bMacmillan,|cc1965.

***300 – PHYSICAL DESCRIPTION**

Your template will have the basic fields for your item type. **Replace** any XXXXs with the appropriate information. If you do not want some of the subfields in this tag, you must remove the punctuation preceding it, the pipe, subfield letter, and it’s text.

Examples:

Book - 300 32 p. :|bill. ;|c23 cm. +|eteacher’s guide.

500 – General Note

This tag is for information you want on the record, but there isn’t a designated field for it. **Delete** the XXXXs and **replace** with your information. If you don’t want a general note, delete the tag.

Examples:

500 Title taken from cover.
500 Includes index.
500 Translated from German.

504 – Bibliography Note

If your item contains a bibliography, **delete** the XXs and **replace** with the page numbers of the bibliography. If there is no bibliography, delete the tag.

Example: 504 Includes bibliographic references (p. 320-324) and index.

505 – Contents Note

This field is used to list titles contained in your item (list of short story titles, titles on one video, etc.) Information in a 505 tag will come up in a title search. **Select** the one format that best fits your item and **delete** the other 505 tags. In all formats, titles are separated by space, dash, dash, space.

NOTE: *If you want to include authors as in the 2nd example below, they will not be searchable by author. You must enter the author's name in a 700 tag to search by author.*

Examples:

- 505 The trappings of power -- Upon reflection -- Pot luck -- A time to dance.
- 505 On my way to school / by Jim Smith -- It happened one time at lunch / by Angela Dime -- The day it snowed / by Laura Wilson.
- 505 v. 1. 1900-1945 -- v. 2. 1945-1996.

If your item doesn't contain more than one title, **delete** the all three 505 tags.

520 – Summary

Delete the text on template and **replace** with a summary of the contents. If you don't want a summary, delete the tag.

Example:

- 520 When the Chamber of Secrets is opened again at the Hogwarts School for Witchcraft and Wizardry, second-year student Harry Potter finds himself in danger from a dark power that has once more been released on the school.

521 – Audience

Delete the text on the template and **replace** with intended audience.

Examples:

- 521 Elementary.
- 521 grade 7-9.

***6XX Subject**

You should include at least one subject in your record to facilitate searching in the online catalog. You may include as many as you wish. Determine if your item is about a person, place, or something else and then select the appropriate tag(s) below to enter the subject(s). If you wish to add more subjects, put your cursor in the 6XX tag and click the Add a Field helper. Delete any unused 6XX tags.

***600 – Personal Subject**

If your item is about a person, **delete** the text, and **replace** with the name (last name first). If your item is not about a person, delete the 600 tag.

Example: 600 Lincoln, Abraham.
 600 Lincoln, Abraham,|d1809-1865.

***650 – Subject Term**

If your subject is anything other than a person or place, **delete** all the text in the 650 field and **replace** with a subject term. See Sirsi Online Manual 12.6d for help on selecting subject headings.

Examples:
 650 United States|xHistory|yCivil War, 1861-1865.
 650 Folklore|zUnited States.
 650 Quantum theory.

***651 – Geographic Term**

If your item is about a geographical location, **delete** all the text in the 651 field and **replace** with the location. If your subject is not a geographical location, delete the tag.

Examples:
 651 Paris (France)
 651 Ohio and Erie Canal (Ohio)--History.

7XX – Added Author

If your item has been written by multiple authors or contributors, **select** the appropriate 7XX tag. Entries in these tags are searchable by author. If your item is the work of a single person, **delete** all three 7XX tags.

700 – Use this for specifically named authors or contributors. You can also use this tag to add authors of titles in a 505 tag. **Delete** “PERSON’S LAST NAME, FIRST NAME” and **replace** with author - last name first. You should add a 700 tag for each author you include. Put your cursor in the 700 tag and click the Add a Field helper. You can add as many authors and 700 tags as you need.

Examples:
 700 Steinbeck, John.
 700 Hemingway, Ernest.

710 – Use this tag if your item was created by a corporation. **Delete** “CORPORATE NAME” and **replace** with the name of the corporation.

Example:
 710 Creative Adventures.
 710 Disney Enterprises, Inc.

711- Use this tag if your item was created by sponsors of a meeting. Delete “MEETING NAME” and replace with the name of the meeting.

Example: 711 SirsiDynix Super Conference 2008.

730 – Uniform Title

Use this tag if your item is commonly known by another title. **Delete** “UNIFORM TITLE” and **replace** with the alternate title. If there is no uniform title, delete the tag.

Example: 730 Bible.

***989 – INFOhio Template**

“Original Record” must be included in your record. Do not make any changes or delete it.



NOTE: *If you have any questions about this document or cataloging in general, please contact your INFOhio Provider.*