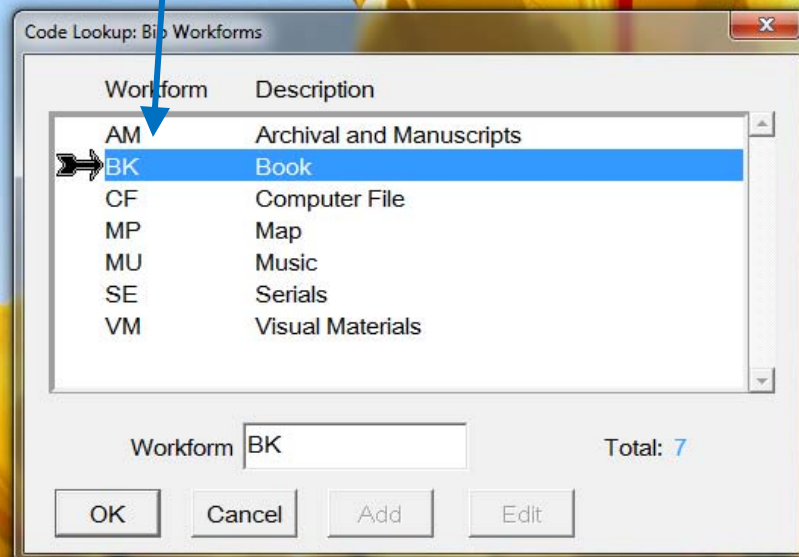
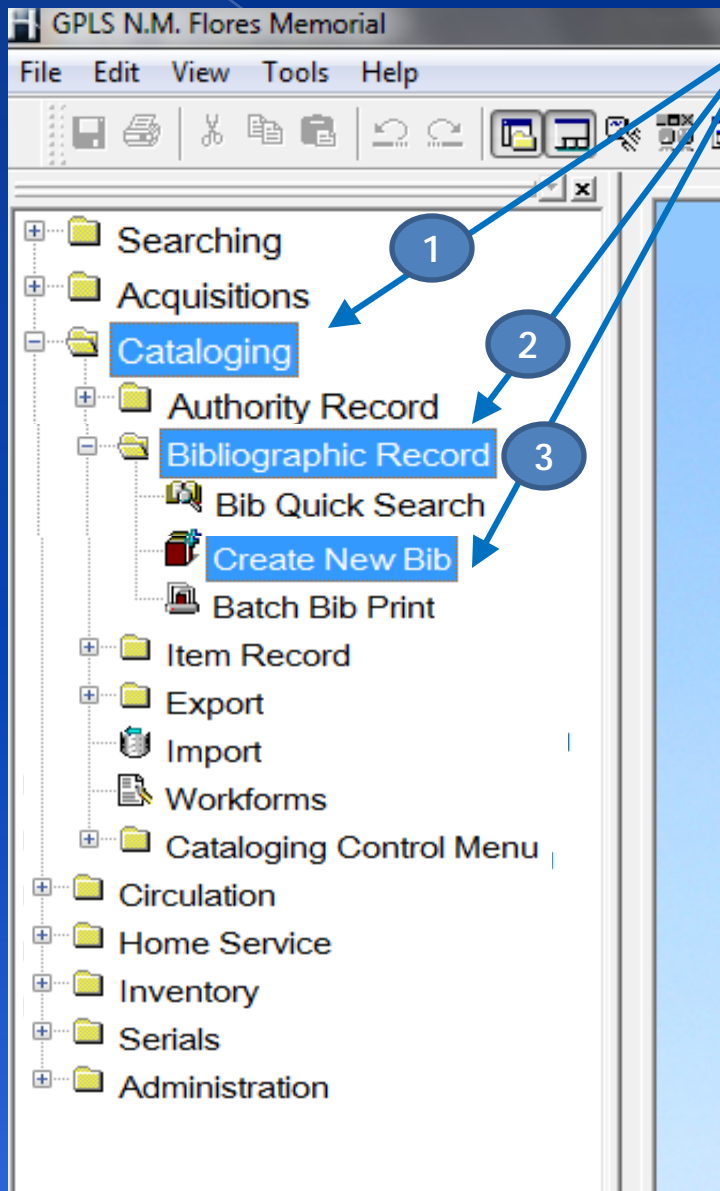


HORIZON CREATING A BIB

TAKE FOR INSTANCE YOU SEARCHED A BOOK IN OUR HORIZON DATABASE AND IT WASN'T THERE, SO YOU PROCEED TO IMPORT IT BUT IT ISN'T IN LIBRARY OF CONGRESS WEBSITE. THIS IS WHEN YOU NEED TO "CREATE THE BIB".

TO BEGIN: Point and double click on the "Cataloging" folder in the Navigation Menu, then on the "Bibliographic Record" folder, then on "Create New Bib"

A "Code Lookup bib Workforms" window will open. You must categorize it with the item you are going to create a bib for. In this case, it is a book. Choose BK then OK at the bottom.



Status: cc	Created: by:			
Owned by: Unowned	Updated: by:			
Field: Leader [Optional]		Items: 0		
Leader	000	RecS: n	Type: a	BLvl: m
		Cnt: -	ELvl: 7	CatF: a
		Link: -		
Fixed-Length Data Elements	008	Date: _____	DtSt: -	Dates: _____
		Dates: _____	Ctry: xx_	Ills: _____
		Audn: -	Form: -	Cont: _____
		GPub: -	Conf: 0	Fest: 0
		Indx: 0	Fict: 0	Biog: -
		Lang: eng	MRec: -	Srcce: -
International Standard Book Nu	020	- -	‡a	
Library of Congress Call Numbe	050	- -	‡a ‡b	
Dewey Decimal Call Number	082	0 0	‡a ‡b C	
Title Statement	245	0 0	‡a ‡b ‡c	
Edition Statement	250	- -	‡a	
Publication, Distribution, Etc. (I	260	0 -	‡a ‡b ‡c	
Physical Description	300	- -	‡a ‡b ‡c	
Formatted Contents Note	505	0 -	‡a	

This is how the blank Bib form looks like. You can see at the bottom here on the tab, it indicates "Bib <New>"

Status: cc	Created: by:				
Owned by: Unowned	Updated: by:				Items: 0
Field: Leader [Optional]					
Leader	000	RecS: n	Type: a	BLvl: m	
		Cntl: -	ELvl: 7	CatF: a	
		Link: -			
Fixed-Length Data Elements	008	Date: _____	DtSt: -	Dates: _____	
		Dates: _____	Ctry: xx_	Ills: _____	
		Audn: -	Form: -	Cont: _____	
		GPub: -	Conf: 0	Fest: 0	
		Indx: 0	Fict: 0	Biog: -	
		Lang: eng	MRec: -	Srce: -	
International Standard Book Nu	020	- - †a			
Library of Congress Call Numbe	050	- - †a †b			
Dewey Decimal Call Number	082	0 0 †a †b C			
Title Statement	245	0 0 †a †b †c			
Edition Statement	250	- - †a			
Publication, Distribution, Etc. (I	260	0 - †a †b †c			
Physical Description	300	- - †a †b †c			
Formatted Contents Note	505	0 - †a			

These are called **TAGS**

These are called **Subfields**

It's important to know the tags that you work with. It seems complicated, but after some time of working with it, you will eventually have it right at the back of your mind. These are not all the tags we need. We will be adding some tags in this lesson as well as subfields.

If you put your cursor inside one of the subfields it will indicate what needs to be recorded in that field. Examples are here below.

This screenshot shows a library catalog record for field 000. The record is titled "Field: Date entered on file (yymmdd)". The subfields are:

Leader	000	RecS: n	Type: a	BLvl: m
		Cntl: -	ELvl: 7	CatF: a
		Link: -		
		Date:	DtSt: -	Dates: -
		Dates: -	Ctry: xx_	Ills: -

Red circles highlight the "Date:" subfield and the "DtSt:" subfield. Red arrows point from the "Date:" subfield to the "Field: Date entered on file (yymmdd)" title and from the "DtSt:" subfield to the "Field: Type of date/publication status" title in the next screenshot.

This screenshot shows a library catalog record for field 000. The record is titled "Field: Type of date/publication status". The subfields are:

Leader	000	RecS: n	Type: a	BLvl: m
		Cntl: -	ELvl: 7	CatF: a
		Link: -		
		Date: -	DtSt:	Dates: -
		Dates: -	Ctry: xx_	Ills: -
		Audn: -	Form: -	Cont: -
		GPub: -	Conf: 0	Fest: 0
		Indx: 0	Fict: 0	Biog: -
		Lang: eng	MRec: -	Srce: -

Red circles highlight the "DtSt:" subfield and the "Date:" subfield. Red arrows point from the "DtSt:" subfield to the "Field: Type of date/publication status" title and from the "Date:" subfield to the "Field: Title [Optional]" title in the next screenshot.

This screenshot shows a library catalog record for field 000. The record is titled "Field: Title [Optional]". The subfields are:

Leader	000	RecS: n	Type: a	BLvl: m
		Cntl: -	ELvl: 7	CatF: a
		Link: -		
		Date: -	DtSt: -	Dates: -
		Dates: -	Ctry: xx_	Ills: -
		Audn: -	Form: -	Cont: -
		GPub: -	Conf: 0	Fest: 0
		Indx: 0	Fict: 0	Biog: -
		Lang: eng	MRec: -	Srce: -

Red circles highlight the "Title Statement" subfield and the "Field: Title [Optional]" title. Red arrows point from the "Title Statement" subfield to the "Field: Title [Optional]" title and from the "Date:" subfield to the "Field: Title [Optional]" title.

International Standard Book Nu	020	-	-	†a
Library of Congress Call Numbe	050	-	-	†a †b
Dewey Decimal Call Number	082	0	0	†a †b C
Title Statement	245	0	0	†a †b †c
Edition Statement	250	-	-	†a
Publication, Distribution, Etc. (I	260	0	-	†a †b †c
Physical Description	300	-	-	†a †b †c
Formatted Contents Note	505	0	-	†a

LET'S BEGIN

We will leave Tag #000 as it is and go to Tag #008. As you can see below I have the cursor in the First Date subfield and if you look at the top in the Blue background next to "Field" Date entered on file meaning the date recorded. I have entered the Date in the order requested (yymmdd) Year, Month then Date. After entering the information, the cursor should go to the next subfield "DtSt:"

The screenshot shows a data entry window with a blue header bar. The header contains the following text: "Status: cc", "Created: by:", "Owned by: Unowned", and "Updated: by:". Below the header, the "Field: Date entered on file (yymmdd)" is highlighted with a red box. The main data area shows "Leader 000" and "Fixed-Length Data Elements 008". To the right of the "Fixed-Length Data Elements" section, the "Date:" field contains "160715" and is highlighted with a red box. The "DtSt:" field is also highlighted with a red box. A red arrow points from the "Date:" field to the "DtSt:" field. Other fields include "RecS: n", "Type: a", "BLvl: m", "Cntl: -", "ELvl: 7", "CatF: a", "Link: -", "Dates: ___", "Ctry: xx_", "Ills: ___", "Audn: -", "Form: -", "Cont: ___", "GPub: -", "Conf: 0", "Fest: 0", "Indx: 0", "Fict: 0", "Biog: -", "Lang: eng", "MRec: -", and "Srce: -".

Now in the "DtSt" field it asks for? Type of date/publication status. With your cursor there, you can right click to choose a code.

The screenshot shows the same data entry window as above. The "Field: Type of date/publication status" is highlighted with a red box. The "Date:" field now contains "160715" and is highlighted with a red box. The "DtSt:" field is also highlighted with a red box. The rest of the interface is the same as in the previous screenshot.

Status: cc	Created: by:			
Owned by: Unowned	Updated: by:			
Field: Type of date/publication status				
Leader	000	RecS: n	Type: a	BLvl: m
		Cnt: _	ELvl: 7	CatF: a
		Link: -		
Fixed-Length Data Elements	008	Date: 160715	DtSt:	Dates: _

Simply bring your mouse next to the cursor in that subfield and right click. From the menu, choose Valid Codes. An Element list will open. This book has only one date on it's card so I have selected "Detailed date". Notice Other Elements Listed.

- Cut Ctrl + X
- Copy Ctrl + C
- Paste Ctrl + V
-
- Customize Editor
-
- Library of Congress
- RDA Toolkit
-
- Valid Codes F12**
- Insert Tag Ctrl + ENTER
- Insert Subfield Ctrl + /
- Add Tag Ctrl + T
- Add Subfield Ctrl + U
- Copy Tag Ctrl + R
- Select Tag Ctrl + G
- Select Subfield Ctrl + H
- Delete Tag Ctrl + K
- Delete Subfield Ctrl + M
- Delete to end of Tag Ctrl + D
- Delete to end of Subfield Ctrl + I
- Move Tag up Ctrl + UP
- Move Tag down Ctrl + DOWN
-
- Insert Delimiters ▶

Element	Description
b	No dates given; B.C. date involved
c	Serial item currently published / (Obsolete) Actual date and copyright
d	Serial item ceased publication / (Obsolete) Detailed date
e	Detailed date
i	Inclusive dates of collection
k	Range of years of bulk of collection
m	Multiple dates
n	Dates unknown
p	Date of distribution / release / issue and production / recording sessio
q	Questionable date
r	Reprint / reissue date and original date
s	Single known date/probable date
t	Publication date and copyright date
u	Serial status unknown

Accept Value
Cancel

In the next subfield "Dates", you will enter the copyright date. It says "Date 1" in the blue space above, next to the "Field". There is also a "Date 2" and this would normally be if there is a 2nd date offered. In these fields you will only be typing in the year.

Status: cc		Created: by:			
Owned by: Unowned		Updated: by:			
Field: Date 1					
Leader	000	RecS: n	Type: a	BLvl: m	
		Cntl: _	ELvl: 7	CatF: a	
		Link: _			
Fixed-Length Data Elements	008	Date: 160715	DtSt: e	Dates: 1974	

Skip the next "Dates" and go to "Ctry" Country. If you look at The Field Indicator above, it asks for place of Publications and it is currently set at "xx_" which shows in the Value indicator that xx_ is for No Place or Unknown.

Status: cc		Created: by:			
Owned by: Unowned		Updated: by:			
Field: Place of publication, production, or execution Value: xx - No place, unknown, or undetermined					
Leader	000	RecS: n	Type: a	BLvl: m	
		Cntl: _	ELvl: 7	CatF: a	
		Link: _			
Fixed-Length Data Elements	008	Date: 160715	DtSt: e	Dates: 1974	
		Dates: ____	Ctry: xx_	Ills: ____	

I have changed the Place of Publication to “nyu” which is for New York, and which is also indicated on the Shelf-list card. You can also check valid codes when you are not sure.

Status: cc	Created: by:				
Owned by: Unowned	Updated: by:				
Field: Place of publication, production, or execution Value: nyu - New York (State)					
Leader	000	RecS: n	Type: a	BLvl: m	
		Cntl: _	ELvl: 7	CatF: a	
		Link: _			
Fixed-Length Data Elements	008	Date: 160715	DtSt: e	Dates: 1974	
		Dates: _	Ctry: nyu	Ills: _	

You can also choose to right click with your cursor in that field and select “Valid Codes”. The same procedure I have shown earlier.

Element	Description
nu	Nauru
nvu	Nevada
nw	Northern Mariana Islands
nx	Norfolk Island
nyu	New York (State)
nz	New Zealand
ohu	Ohio
oku	Oklahoma
onc	Ontario
oru	Oregon
ot	Mayotte
pau	Pennsylvania
pc	Pitcairn Island
pe	Peru
pf	Paracel Islands

- Cut (Ctrl + X)
- Copy (Ctrl + C)
- Paste (Ctrl + V)
- Customize Editor
- Library of Congress RDA Toolkit
- Valid Codes (F12)**
- Insert Tag (Ctrl + ENTER)
- Insert Subfield (Ctrl + /)
- Add Tag (Ctrl + T)
- Add Subfield (Ctrl + U)
- Copy Tag (Ctrl + R)
- Select Tag (Ctrl + G)
- Select Subfield (Ctrl + H)
- Delete Tag (Ctrl + K)
- Delete Subfield (Ctrl + M)
- Delete to end of Tag (Ctrl + D)
- Delete to end of Subfield (Ctrl + I)
- Move Tag up (Ctrl + UP)
- Move Tag down (Ctrl + DOWN)
- Insert Delimiters

Status: cc	Created: by:				
Owned by: Unowned	Updated: by:				
Field: Illustrations	Value: - No illustrations				
Leader	000	RecS: n	Type: a	BLvl: m	
		Cntl: -	ELvl: 7	CatF: a	
		Link: -			
Fixed-Length Data Elements	008	Date: 160715	DtSt: e	Dates: 1974	
		Dates: -	Ctry: nyu	Ills: <input type="text"/>	

Now the cursor is in the "Ills:" field and it asks at the top in the blue space if there are illustrations. It is currently set blank, which also means there is "no illustrations" seen in the blue space next to "Value". You can repeat the procedure again to select from Valid codes. I will choose "a" because there are some illustrations.

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Customize Editor	
Library of Congress	
RDA Toolkit	
Valid Codes	F12
Insert Tag	Ctrl + ENTER
Insert Subfield	Ctrl + /
Add Tag	Ctrl + T
Add Subfield	Ctrl + U
Copy Tag	Ctrl + R
Select Tag	Ctrl + G
Select Subfield	Ctrl + H
Delete Tag	Ctrl + K
Delete Subfield	Ctrl + M
Delete to end of Tag	Ctrl + D
Delete to end of Subfield	Ctrl + I
Move Tag up	Ctrl + UP
Move Tag down	Ctrl + DOWN
Insert Delimiters	

Select Element Value

Element	Description
	No illustrations
a	Illustrations
b	Maps
c	Portraits
d	Charts
e	Plans
f	Plates
g	Music
h	Facsimiles
i	Coats of arms
j	Genealogical tables
k	Forms
l	Samples
m	Phonodisc, phonowire, etc.
o	Photographs

THE REST OF THE FIELDS
IN THIS TAG CAN BE LEFT
AS IT IS.

Bring your cursor down to the Tag #020 shown below and this is where you will type in your ISBN Number. Look also to the right in Tag #008, the illustration section that has been changed from the previous slide.

Status: cc	Created: 7/15/2016 3:27:00 PM by: hofcs			
Owned by: Unowned	Updated: by:			
Field: International Standard Book Number [Optional]				
Leader	000	RecS: n	Type: a	BLvl: m
		Cntl: -	ELvl: 7	CatF: a
		Link: -		
Fixed-Length Data Elements	008	Date: 160715	DtSt: e	Dates: 1974
		Dates: _____	Ctry: nyu	Ills: a__
		Audn: -	Form: -	Cont: _____
		GPub: -	Conf: 0	Fest: 0
		Indx: 0	Fict: 0	Biog: -
		Lang: eng	MRec: -	Srce: -
International Standard Book Nu	020	-	-	‡a
Dewey Decimal Call Number	082	0	0	‡a ‡b C
Title Statement	245	0	0	‡a ‡b ‡c
Edition Statement	250	-	-	‡a
Publication, Distribution, Etc. (I	260	0	-	‡a ‡b ‡c
Physical Description	300	-	-	‡a ‡b ‡c

Corrected

Status: cc Created: by:
 Owned by: Unowned Updated: by:
 Field: International Standard Book Number [Optional]

International Standard Book Nu	020	-	-	‡a 0394318064
Library of Congress Call Numbe	050	-	-	‡a ‡b
Dewey Decimal Call Number	082	0	0	‡a ‡b C
Title Statement	245	0	0	‡a ‡b ‡c
Edition Statement	250	-	-	‡a
Publication, Distribution, Etc. (I	260	0	-	‡a ‡b ‡c
Physical Description	300	-	-	‡a ‡b ‡c
Formatted Contents Note	505	0	-	‡a

When typing your ISBN number, do not include the -. Just type the number straight through. Again in the blue space above, it still signifies what should be in that space.

Once you are recording information here in the bottom, you will have to bring your cursor to each field.

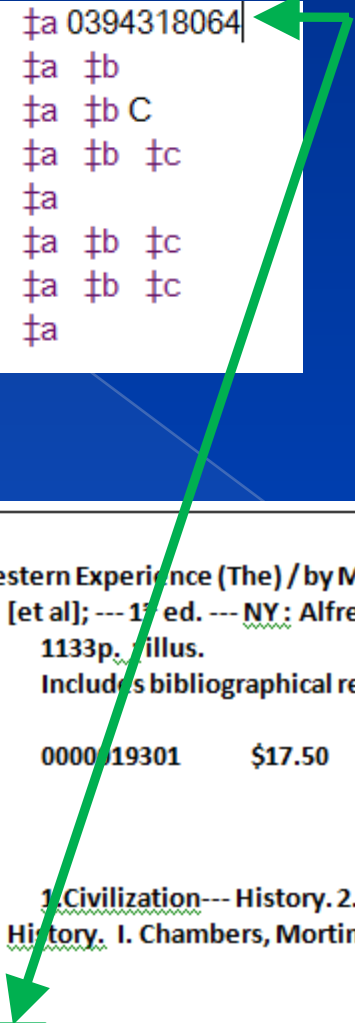
901.9 **Western Experience (The) / by Mortimer Chambers...**
 Western [et al]; --- 1st ed. --- NY: Alfred A. Knopf, c1974.
 1133p. illus.
 Includes bibliographical references and index

0000 19301 \$17.50 2/98 Hagatna

1. Civilization--- History. 2. Civilization Occidental---
 History. I. Chambers, Mortimer. III. Title.

LC: 73-21732

ISBN: 0-394-31806-4



We will skip "Library of Congress Call Number". We don't use this tag. Now we are at Tag# 082 "Dewey Decimal Call Number" or "Classification number" as it shows in "Field" above.

Status: cc Created: by:
 Owned by: Unowned Updated: by:
 Field: Classification number [Optional]

International Standard Book Nu 020 - - ‡a 0394318064
 Library of Congress Call Numbe 050 - - ‡a ‡b
 Dewey Decimal Call Number 082 0 0 ‡a ‡b C

If you don't already know, the Class number is the Dewey system which our materials are arranged by subject and can be found on the book spine, title page or on the shelf-list top left corner. You will only be recording the "Number"

901.9
Western Western Experience (The) / by Mortimer Chambers...
 [et al]; --- 1st ed. --- NY: Alfred A. Knopf, c1974.
 1133p.; illus.
 Includes bibliographical references and index

0000019301 \$17.50 2/98 Hagatna

1. Civilization--- History. 2. Civilization Occidental---
History. I. Chambers, Mortimer. III. Title.

LC: 73-21732
 ISBN: 0-394-31806-4

Dewey Decimal Call Number 082 0 0 ‡a 901.9 ‡b C

Purpose of the "C" in the field "b"

Status: cc Created: by:
 Owned by: Unowned Updated: by:
 Field: Item number (Valid) / DDC Number--abridged NST version (Obsolete) [Optional]

Here we are now on Tag#245. This is the title tag/field. Notice the subfields of this tag.

Status: cc	Created: by:
Owned by: Unowned	Updated: by:
Field: Title [Optional]	
International Standard Book Nu	020 - - ‡a 0394318064
Library of Congress Call Numbe	050 - - ‡a ‡b
Dewey Decimal Call Number	082 0 0 ‡a 901.9 ‡b C
Title Statement	245 0 0 ‡a ‡b ‡c

If I have the cursor in the subfield "a" it says Title above.

If I have the cursor in the "b" field it says remainder of title and I will explain later.

Status: cc	Created: by:
Owned by: Unowned	Updated: by:
Field: Remainder of title [Optional]	
International Standard Book Nu	020 - - ‡a 0394318064
Library of Congress Call Numbe	050 - - ‡a ‡b
Dewey Decimal Call Number	082 0 0 ‡a 901.9 ‡b C
Title Statement	245 0 0 ‡a ‡b ‡c

If I have it in the "c" in says, Remainder of title page transcription/statement of responsibility. In this section would be persons or business' responsible for creation of this book

Status: cc	Created: by:
Owned by: Unowned	Updated: by:
Field: Remainder of title page transcription/statement of responsibility [Optional]	
International Standard Book Nu	020 - - ‡a 0394318064
Library of Congress Call Numbe	050 - - ‡a ‡b
Dewey Decimal Call Number	082 0 0 ‡a 901.9 ‡b C
Title Statement	245 0 0 ‡a ‡b ‡c

Typed: Western Experience (The)space /tab to "c" by Mortimer Chambers...[et al]

Title Statement 245 0 0 †a Western Experience (The) / †c by Mortimer Chambers...[et al]

This is how it looks when completed. The "b" subfield will not be used in this case. [et al] means "and others"

001 0
Western

**Western Experience (The) / by Mortimer Chambers...
[et al]; -- 1st ed. --- NY: Alfred A. Knopf, c1974.**
1133p.; illus.
Includes bibliographical references and index

0000019301 \$17.50 2/98 Hagatna

1. Civilization--- History. 2. Civilization Occidental---
History. I. Chambers, Mortimer. III. Title.

LC: 73-21732
ISBN: 0-394-31806-4

Below is an example of the "b" field. Normally if there is a colon in your title separating parts of the title, then you would use the "b" field.

FIC
Deaveer Deaver, Jeffrey
The cold moon: a LincolnRhyme novel by Jeffrey

Title Statement 245 1 4 †a The cold moon : †b a Lincoln Rhyme novel / †c Jeffery Deaver.

Status: cc

Created: 2/8/2005 5:23:00 PM by: hofcs

Owned by: Unowned

Updated: by:

Field: Remainder of title page transcription/statement of responsibility [Optional]

245 0 0 ‡a De colores and other Latin-American folk songs for children / ‡c selected, arranged, and translated by Jos Luis Orozco ; illustrated by Elisa Kleven.

Another thing to keep in mind when working with Tag# 245; Subfield "c" is that when there is an illustrator, translator, etc., they should also be added. It would be just the way you would type it on your shelf-list card.

Status: cc Created: by:
 Owned by: Unowned Updated: by:
 Field: Edition statement [Optional]

International Standard Book Nu 020 _ _ ‡a 0394318064
 Dewey Decimal Call Number 082 0 0 ‡a 901.9 ‡b C
 Title Statement 245 0 0 ‡a Western Experience (The) / ‡c by Mortimer Chambers...[et al]
 Edition Statement 250 _ _ ‡a

Tag# 250 "Edition Statement".
 This tag is only used if you have
 an edition statement with your
 material. 1st edition, 2nd edition,
 etc.

901.9 Western Experience (The) / by Mortimer Chambers...
 [et al]; -- 1st ed. -- NY: Alfred A. Knopf, c1974.
 1133p. : illus.
 Includes bibliographical references and index

0000019301 \$17.50 2/98 Hagatna

1. Civilization--- History. 2. Civilization Occidental---
 History. I. Chambers, Mortimer. III. Title.

LC: 73-21732
 ISBN: 0-394-31806-4

Edition Statement 250 _ _ ‡a First edition

Typed "First edition"

Tag# 260, Publication Information. Just like the Title, it has different subfields.

"a" for Place of Publication

Status: cc	Created: by:
Owned by: Unowned	Updated: by:
Field: Place of publication, distribution, etc. [Optional]	
International Standard Book Nu	020 - - ‡a 0394318064
Library of Congress Call Numbe	050 - - ‡a ‡b
Dewey Decimal Call Number	082 0 0 ‡a 901.9 ‡b C
Title Statement	245 0 0 ‡a Western Experience (The) / ‡c by Mortimer Chambers...[et al]
Edition Statement	250 - - ‡a First edition
Publication, Distribution, Etc. (l	260 0 - ‡a ‡b ‡c

"b" for Publishers Name

Status: cc	Created: by:
Owned by: Unowned	Updated: by:
Field: Name of publisher, distributor, etc. [Optional]	
International Standard Book Nu	020 - - ‡a 0394318064
Library of Congress Call Numbe	050 - - ‡a ‡b
Dewey Decimal Call Number	082 0 0 ‡a 901.9 ‡b C
Title Statement	245 0 0 ‡a Western Experience (The) / ‡b ‡c by Mortimer Chambers
Edition Statement	250 - - ‡a First edition
Publication, Distribution, Etc. (l	260 0 - ‡a ‡b ‡c

"c" for Published date

Status: cc	Created: by:
Owned by: Unowned	Updated: by:
Field: Date of publication, distribution, etc. [Optional]	
International Standard Book Nu	020 - - ‡a 0394318064
Library of Congress Call Numbe	050 - - ‡a ‡b
Dewey Decimal Call Number	082 0 0 ‡a 901.9 ‡b C
Title Statement	245 0 0 ‡a Western Experience (The) / ‡b ‡c by Mortimer Chambers
Edition Statement	250 - - ‡a First edition
Publication, Distribution, Etc. (l	260 0 - ‡a ‡b ‡c

Typed: New York (or) NY space colon tab to "b" Alfred A. Knopf, tab to "c" c1974

Publication, Distribution, Etc. (l 260 0 _ \$a New York : \$b Alfred A. Knopf, \$c c1974.

Completed Here

901.9 Western Experience (The) / by Mortimer Chambers...
Western [et al]; --- 1st ed. --- NY : Alfred A. Knopf, c1974.
1133p. : illus.
Includes bibliographical references and index
0000019301 \$17.50 2/98 Hagatna
1. Civilization--- History. 2. Civilization Occidental---
History. I. Chambers, Mortimer. III. Title.
LC:73-21732
ISBN: 0-394-31806-4

Tag# 300, Physical Description.

Status: cc
 Owned by: Unowned
 Field: Extent [Optional]

Created: by:
 Updated: by:

“a” is used for number of pages.

Edition Statement	250	-	-	‡a First edition
Publication, Distribution, Etc. (I	260	0	-	‡a New York : ‡b Alfred A. Knopf, ‡c c1974.
Physical Description	300	-	-	‡a ‡b ‡c

“b” is used to identify if there are illustrations.

Status: cc
 Owned by: Unowned
 Field: Other physical details [Optional]

Created: by:
 Updated: by:

Physical Description	300	-	-	‡a ‡b ‡c
----------------------	-----	---	---	------------

“c” is not necessary when creating a bib.

Status: cc
 Owned by: Unowned
 Field: Dimensions [Optional]

Created: by:
 Updated: by:

Physical Description	300	-	-	‡a ‡b ‡c
----------------------	-----	---	---	----------

Physical Description

300

1a 1133p. : 1b illus. | 1c

COMPLETED

Typed: 1133p. Space colon tab to "b" illus.

901.9 Western Experience (The) / by Mortimer Chambers...
Western [et al]; --- 1st ed. --- NY: Alfred A. Knopf, c1974.

1133p. : illus.

Includes bibliographical references and index

0000019301 \$17.50 2/98 Hagatna

1. Civilization--- History. 2. Civilization Occidental---
History. I. Chambers, Mortimer. III. Title.

LC: 73-21732

ISBN: 0-394-31806-4

Below is the completed tags that were provided when we first opened this form. We need to add Tags to this bib to record information that are not yet here. Once you save this MARC bib, the blank Tags will automatically disappear.

Status: cc	Created: by:						
Owned by: Unowned	Updated: by:						
Field: Title [Optional]							
Leader	000	RecS:	n	Type:	a	BLvl:	m
		Cntl:	_	ELvl:	7	CatF:	a
		Link:	_				
Fixed-Length Data Elements	008	Date:	160715	DtSt:	e	Dates:	1974
		Dates:	_____	Ctry:	nyu	lls:	a__
		Audn:	_	Form:	_	Cont:	_____
		GPub:	_	Conf:	0	Fest:	0
		Indx:	0	Fict:	0	Biog:	_
		Lang:	eng	MRec:	_	Srce:	_
International Standard Book Nu	020	- -	‡a	0394318064			
Library of Congress Call Numbe	050	- -	‡a	‡b			
Dewey Decimal Call Number	082	0 0	‡a	901.9 ‡b	C		
Title Statement	245	0 0	‡a	Western Experience (The) / ‡c by Mortimer Chambers...[et al]			
Edition Statement	250	- -	‡a	First edition			
Publication, Distribution, Etc. (I	260	0 -	‡a	New York : ‡b Alfred A. Knopf, ‡c c1974.			
Physical Description	300	- -	‡a	1133p. : ‡b illus. ‡c			
Formatted Contents Note	505	0 -	‡a				

From this Shelf-list, I have highlighted the information that are not recorded in the MARC bib that was just created. Notice that I had highlighted one of the editors/creators name. There is actually a tag for that single part.

901.9 Western Experience (The) / **by Mortimer Chambers...**
Western [et al]; --- 1st ed. --- NY: Alfred A. Knopf, c1974.
1133p. : illus.
Includes bibliographical references and index:

0000019301 \$17.50 2/98 Hagatna

1. Civilization--- History. 2. Civilization Occidental---
History. I. Chambers, Mortimer. III. Title.

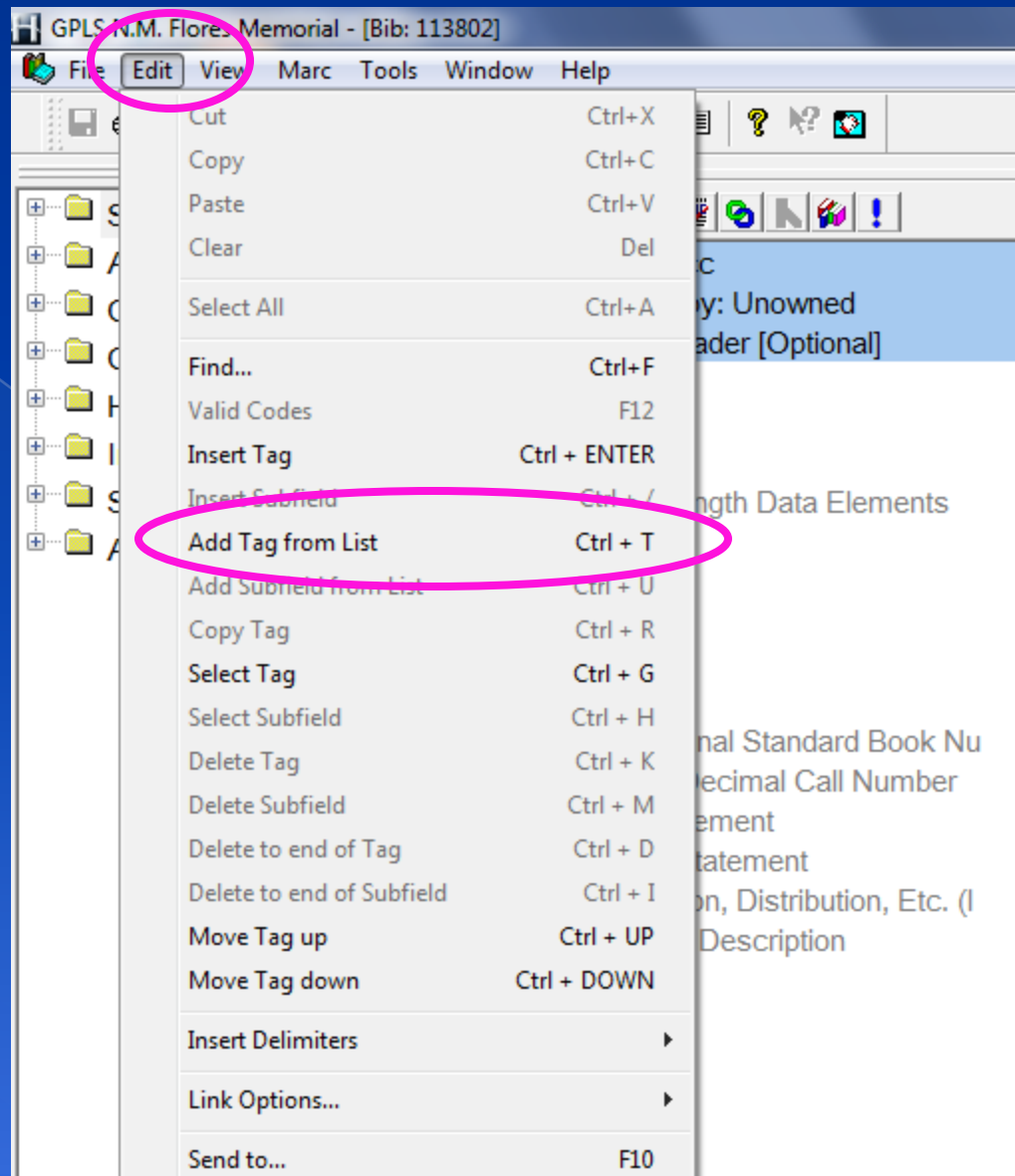
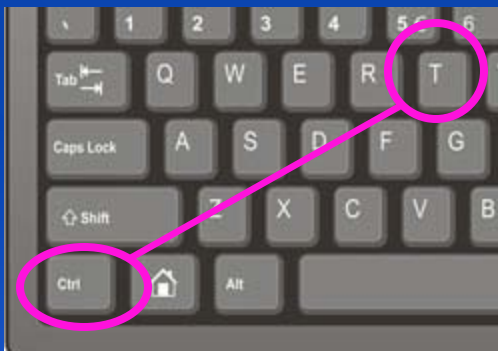
LC: 73-21732
ISBN: 0-394-31806-4

LETS START ADDING TAGS

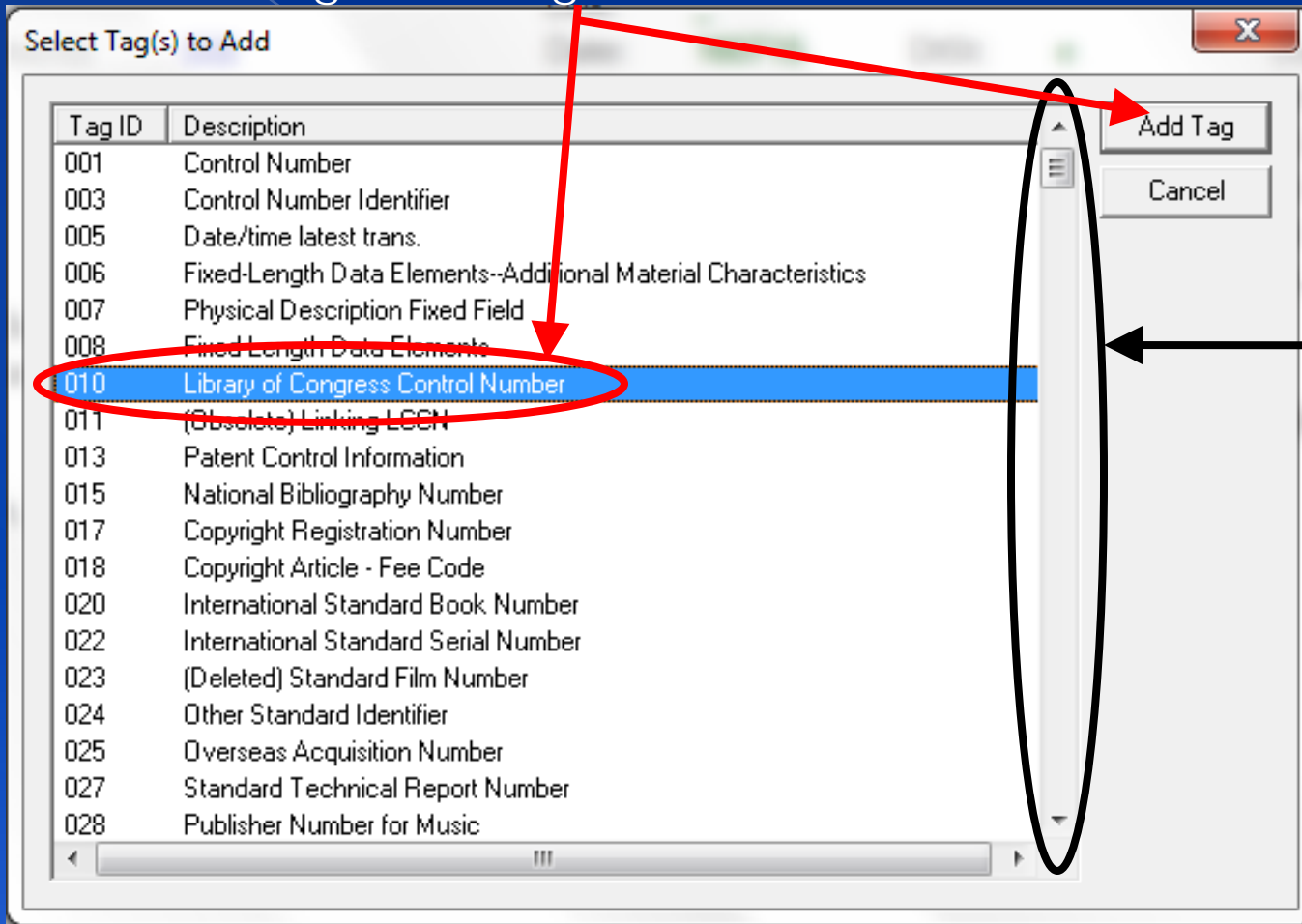
To ADD a TAG

With your MARC bib still open, go to the menu bar, point and left click on "EDIT". From the drop menu, choose "Add Tag from List"

Another Procedure would be to Press "Ctrl + T" on your keyboard. While holding the Ctrl button down, press T



This window should open and there is a list of Tags to choose from. Shown here, I am starting with **Tag# 010 "Library of Congress Control Number (or) LC number"**. Select the tag you want to use and left click on "Add Tag" at the right.



There is a scroll bar on the right and this tells you that there are many more tags in this listing.

You can also see some of the tags listed and what they are for.

Status: cc Created: 7/18/2016 11:51:00 AM by: hofcs
Owned by: Unowned Updated: 7/18/2016 1:53:00 PM by: hofcs
Field: LC control number [Optional]

Library of Congress Control Nu 010 _ _ ‡a

When typing your LC number, remember what I had explained in the first lesson. There is an 8 digit rule. Right now for example the LC number showing is 7 digits. You must add a zero "0" in place of the dash "-". If there is for example 6 digits, you must add 2 zero's. As shown below correct entry. DO NOT EVER type the LC (73-21732) into Horizon.

901.9 Chambers, Mortimer
Chambers Western Experience (The) / by Mortimer Chambers, [et al];
--- 1st ed. --- NY: Alfred A. Knopf, c1974.
1133p. ; illus.
Includes bibliographical references and index
0000019301 \$17.50 2/98 Hagatna
1. Civilization--- History. 2. Civilization Occidental---
History. I. Chambers, Mortimer. II. Janson, H.W., art essay.
III. title.
LC: 73-21732
ISBN: 0-394-31806-4

Library of Congress Control Nu 010 _ _ ‡a 73021732

We still have the other highlighted areas to complete

Again, you will add a tag using the same procedures I have explained.

The screenshot shows a software window titled 'GPLS M.M. Flores Memorial - [Bib: 113802]'. The 'Edit' menu is open, and the 'Add Tag from List' option is circled in pink. A dialog box titled 'Select Tag(s) to Add' is also open, displaying a list of tags. The tag '700 Added Entry - Personal Name' is circled in pink.

Tag ID	Description
591	Local Note
600	Subject Added Entry-Personal Name
610	Subject Added Entry-Corporate Name
611	Subject Added Entry-Meeting Name
630	Subject Added Entry-Uniform Title
650	Subject Added Entry-Topical Term
651	Subject Added Entry-Geographic Name
652	(Obsolete) Subject Added Entry--Reversed Geographic
653	Index Term-Uncontrolled
654	Subject Added Entry-Faceted Topical Terms
655	IndexTerm-Genre/Form/Physical Characteristics
656	Index Term-Occupation
657	Index Term-Function
658	Index Term-Curriculum Objective
662	Subject added entry-hierarchical place name
690	Local Subject
691	Local Subject
700	Added Entry - Personal Name
705	(Obsolete) Added Entry - Personal Name (Performer)

For authors, you would have to use Tag# 100, but this is not the author. He is one of the persons who edited or compiled this book together. In this case, you must use Tag# 700. 700 would also be used for joint authors, illustrators, etc.

Notice in the Tag# 700, that it has separate subfields as well.

In subfield "a" it asks for Personal Name.

```
Status: cc                Created: 7/18/2016 11:51:00 AM by: hofcs
Owned by: Unowned        Updated: 7/19/2016 2:42:00 PM by: hofcs
Field: Personal name [Optional, Link Always]
Added Entry - Personal Name  700  1  0  Ꞥa Ꞥd Ꞥe
```

Subfield "b" asks for dates associated with name. Usually birth year to death year if applicable.

```
Status: cc                Created: 7/18/2016 11:51:00 AM by: hofcs
Owned by: Unowned        Updated: 7/19/2016 2:42:00 PM by: hofcs
Field: Dates associated with a name [Optional, Link Always]
Added Entry - Personal Name  700  1  0  Ꞥa Ꞥd Ꞥe
```

Subfield "c" asks for relater term which is for example: illustrator, joint auth, editor, etc.

```
Status: cc                Created: 7/18/2016 11:51:00 AM by: hofcs
Owned by: Unowned        Updated: 7/19/2016 2:42:00 PM by: hofcs
Field: Relator term [Optional, Link Always]
Added Entry - Personal Name  700  1  0  Ꞥa Ꞥd Ꞥe
```

Added Entry - Personal Name 700 1 0 Ꞥa Chambers, Mortimer, Ꞥd Ꞥe compiler.

Ctrl + B

901.9 Western experience (The) / by **Mortimer Chambers** ;
Western [et al]; -- 1st ed. -- NY : Alfred A. Knopf, c1974.
1133p. : illus.
Includes bibliographical references and index

0000019301 \$17.50 2/98 Hagatna

1 Civilization—History. 2. Civilization Occidental -- History. I. Chambers, Mortimer. II. title.

LC: 73-21732
ISBN: 0-394-31806-4

IT IS VERY IMPORTANT THAT WHEN YOU ARE FILLING IN THIS TAG YOU MUST ALWAYS PRESS "Ctrl + B" ON YOUR KEYBOARD AND RIGHT AFTER YOU TYPED!




After you have pressed "Ctrl + B" this list will open. The reason for having to do this is to select from the list and to prevent repeated entries of a particular Name. As you can see here, there are some potential repeated entries. The author's name that was typed is not on this list. You may just press ESC (Escape) on your keyboard to close this window.

Select one or more entries to see titles.

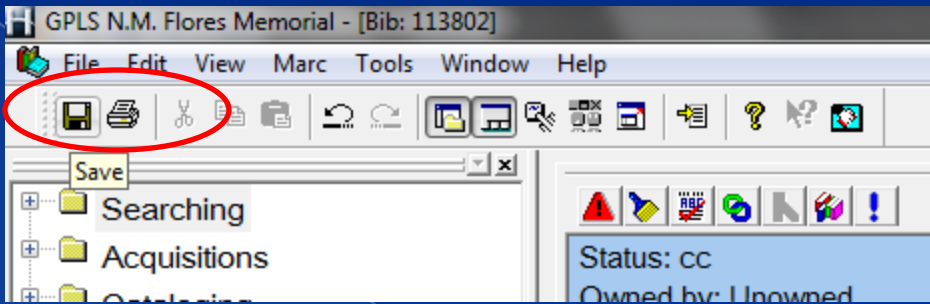
Author	Titles
Chambers, Karen S.	1
Chambers, Mark, 1980-	2
➡ Chambers, Oswald	1
Chambers, Peter	1
Chambers, Peter, 1924-	1
Chambers, Robert, 1932-	1
Chambers, Robert, 1933-	1
Chambers, Tina,	4
Chambers, Whittaker	1
Chambliss, Maxie,	3
Chambliss, William C. [from old catalog]	1
Chamelin, Neil C.	1
Chamelin, Neil C., 1942-	2
Chamfort	1
Chamorro Heritage Institute Planning Group.	1

If for example the name you had just typed was Oswald Chambers. When you select "Ctrl + B" after typing in the name. It is on this list so, you are to highlight it by clicking on it and choosing "Link" at the bottom, or Press "ENTER" on your keyboard. Originally it isn't the name that was typed therefore this will be the first entry for Mortimer Chambers and I will show you this after I save.

Author	Titles
Chambers, Karen S.	1
Chambers, Mark, 1980-	2
 Chambers, Oswald	1
Chambers, Peter	1

Your Search

Every time an author or creator is recorded and we do not perform the "Ctrl + B" and instead just save it. The list of one persons name can be many.




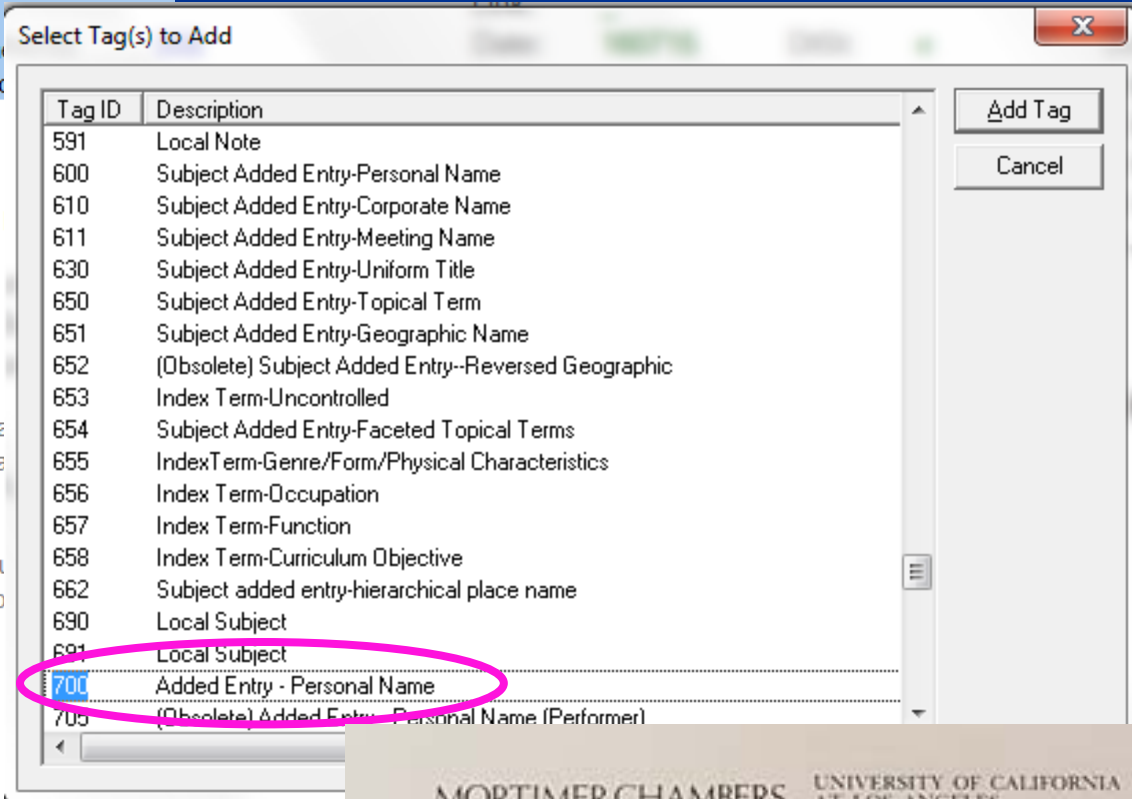
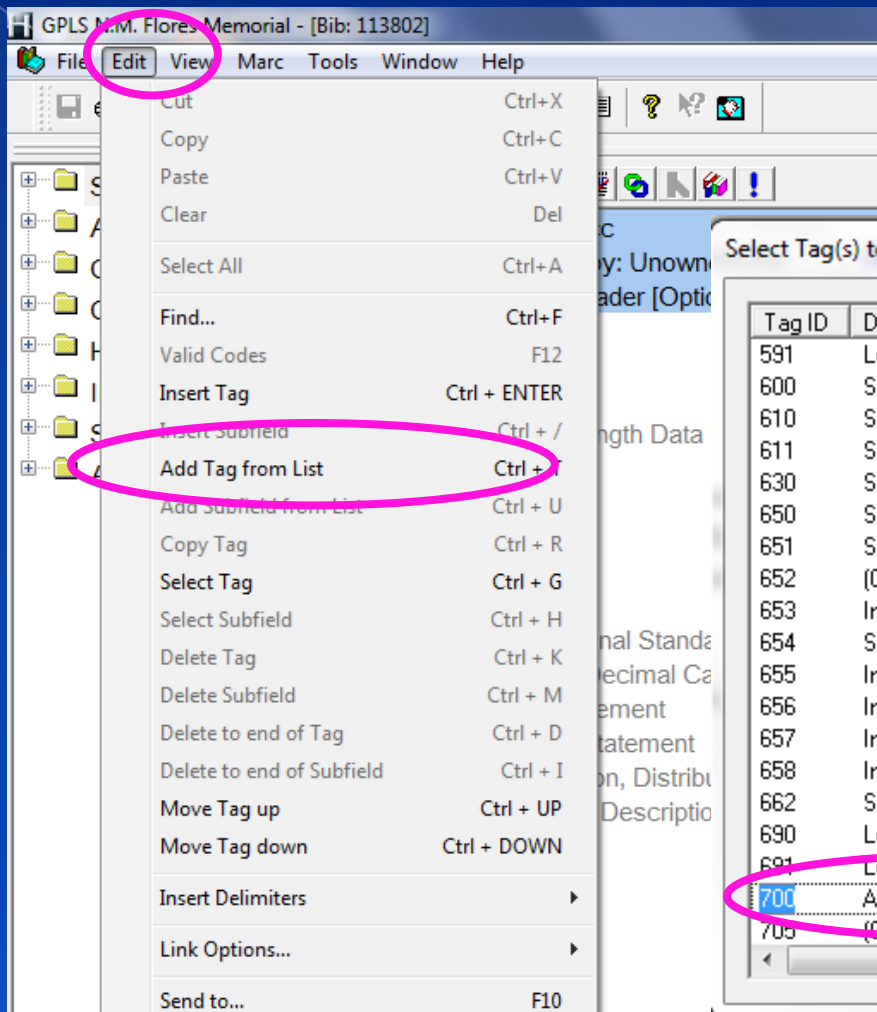
I have saved here at the top in the tool bar and I will put my cursor next to the Authors name in my MARC record and press "Ctrl + B" again to check.

Added Entry - Personal Name 700 1 0 ‡a Chambers, Mortimer, ‡e compiler.

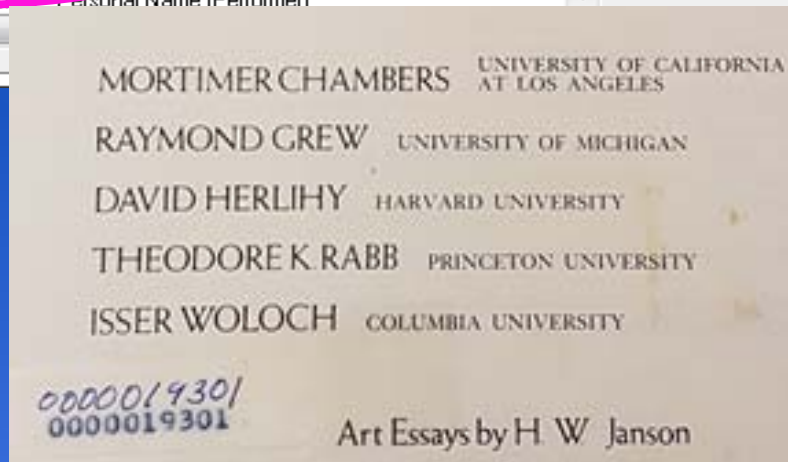
Here below shows that the author entry now exists in the list. So every single time you use Tags #100 or 700, you must always perform the "Ctrl + B".

Select one or more entries to see titles.

Author	Titles
Chambers, Karen S.	1
Chambers, Mark, 1980-	2
 Chambers, Mortimer	1
Chambers, Oswald	1



On the title page at the beginning of this lesson, there are other names involved. You can also record those names. So just the same way add a tag and choose again 700.



700 1 0 Ꞥa Grew, Raymond, Ꞥd Ꞥe compiler.

Ctrl + B

- Author
- Greve, Tom.
 - Grew, Joseph C. (Joseph Clark), 1880-1965.
 - ➡ Grey
 - Grey, Anthony.
 - Grey, Edward
 - Grey, Edward, 1949-

← RESULTS

700 1 0 Ꞥa Herlihy, David, Ꞥd Ꞥe compiler.

Ctrl + B

- Author
- Hériteau, Jacqueline.
 - Herlihy
 - ➡ Herlihy, David V.
 - Herlihy, James
 - HERLOCHER, DAWN

← RESULTS

700 1 0 ⚡a Rabb, Theodore K., ⚡d ⚡e compiler.

Ctrl + B

- Author
- Rabassa, Gregory,
- Rabb, Margo
- ➡ Rabbani
- Rabbat, Suzy.
- Rabe, Berniece.

← RESULTS

700 1 0 ⚡a Woloch, Isser, ⚡d ⚡e compiler.

Ctrl + B

- Author
- Wolmar, Christian
- Wolny, Philip.
- ➡ Wlozin, Harold
- Wlozin, Harold, 1920-
- Wolpert, Stanley

← RESULTS

So for each entry of joint authors, illustrators, editors, compilers, etc. you will repeat the procedure of adding a tag and asking for the same tag "700"

Again , we will add another tag. Choose from the tag list, Tag# 504 to record your bibliographical note.

The screenshot shows a software window titled "GPLS M.M. Flores Memorial - [Bib: 113802]". The "Edit" menu is open, and the "Add Tag from List" option is circled in green. A dialog box titled "Select Tag(s) to Add" is also open, displaying a list of tags. The tag with ID 504, "Bibliography, Etc. Note", is selected and also circled in green. The dialog box has "Add Tag" and "Cancel" buttons.

Tag ID	Description
500	General Note
501	With Note
502	Dissertation Note
503	(Obsolete) Bibliographic History Note
504	Bibliography, Etc. Note
505	Formatted Contents Note
506	Restrictions on Access Note
507	Scale Note for Graphic Material
508	Creation/Production Credits Note
510	Citation/Reference Note
511	Participant or Performer Note
512	(Obsolete) Earlier or Later Volumes Separately Cataloged Note
513	Type of Report and Period Covered Note
514	Data Quality Note (Provisional)
515	Numbering Peculiarities Note
516	Type of Computer File or Data Note
517	(Obsolete) Categories of Films Note (Archival)
518	Date/Time and Place of an Event Note
520	Summary, Etc. Note

This is where you will record whether your material has a bibliographical reference or index as shown completed below. Not all materials would have this so this Tag and some are not always required.

Status: cc Created: 7/18/2016 11:51:00 AM by: hofcs
Owned by: Unowned Updated: 7/19/2016 3:41:00 PM by: hofcs
Field: Bibliography, etc. note [Optional]

Bibliography, Etc. Note 504 _ _ ‡a |

COMPLETED BELOW

Bibliography, Etc. Note 504 _ _ ‡a includes bibliographical references and index

901.9 Western experience (The) / by **Mortimer Chambers** ;
Western [et al]; -- 1st ed. -- NY : Alfred A. Knopf, c1974.
1133p. : illus.

Includes bibliographical references and index

0000019301 \$17.50 2/98 Hagatna

1 Civilization—History. 2. Civilization
Occidental -- History. I. Chambers, Mortimer.
II. title.

LC: 73-21732

ISBN: 0-394-31806-4

Finally we are going to add tags for the subject entries on the shelf-list card. From the list choose Tag# 650 and then Add tag or press enter.

The screenshot shows a software window titled 'GPLS Mem. Flores Memorial - [Bib: 113802]'. The 'Edit' menu is open, and the 'Add Tag from List' option is highlighted with a green oval. A dialog box titled 'Select Tag(s) to Add' is overlaid on the window. The dialog box contains a table with two columns: 'Tag ID' and 'Description'. The row for Tag ID 650, 'Subject Added Entry-Topical Term', is highlighted with a blue selection bar. To the right of the table are two buttons: 'Add Tag' and 'Cancel'.

Tag ID	Description
565	Case File Characteristics Note
567	Methodology note
570	(Obsolete) Editor Note
580	Linking entry complexity note
581	Publications About Described Materials Note
582	(Obsolete) Related Computer Files Note
583	Action note
584	Accumulation and Frequency of Use Note
585	Exhibitions Note
586	Awards Note
588	Source of description note
590	Local Note
591	Local Note
600	Subject Added Entry-Personal Name
610	Subject Added Entry-Corporate Name
611	Subject Added Entry-Meeting Name
630	Subject Added Entry-Uniform Title
650	Subject Added Entry-Topical Term
651	Subject Added Entry-Geographic Name

This is your first subject entry. Notice what each subfields indicate.

Subfield "a" asks for topical term or geographical names as entry elements (or) plainly "General Subject Terms".

Status: cc	Created: 7/18/2016 11:51:00 AM by: hofcs
Owned by: Unowned	Updated: 7/19/2016 3:41:00 PM by: hofcs
Field: Topical term or geographic name as entry element [Optional, Link Always]	
Subject Added Entry-Topical Te 650 _ 0 ‡a ‡x	

Subfield "x" asks for General subdivision. Similar to the topical term, but more defining the topical term.

Status: cc	Created: 7/18/2016 11:51:00 AM by: hofcs
Owned by: Unowned	Updated: 7/19/2016 3:41:00 PM by: hofcs
Field: General subdivision [Optional, Link Always]	
Subject Added Entry-Topical Te 650 _ 0 ‡a ‡x	

I have recorded the information into the subfields. This entry is in reference to subject number "1" on the shelf-list card. This is the correct way to enter it. I have found entries that were recorded incorrectly and I have had to make the corrections. Do Not Add the "- -" when recording this information. The "x" field does it for you.

Subject Added Entry-Topical Te 650 _ 0 †a Civilization †x History **Ctrl + B**

Subject Added Entry-Topical Te 650 _ 0 †a Civilization-- †x History

THESE ARE INCORRECT ENTRIES

Subject Added Entry-Topical Te 650 _ 0 †a Civilization-- History †x

After my correct entry above, I noted "Ctrl + B" next to it. In this Tag, you must also perform this function. This is, just like the Author field, needed to avoid repeated entries of the same subject. If this is not performed, there could be a long list of the same recording.

901.9 Western experience (The) / by **Mortimer Chambers** ; [et al]; -- 1st ed. -- NY: Alfred A. Knopf, c1974. 1133p. : illus. **Includes bibliographical references and index**

0000019301 \$17.50 2/98 Hagatna

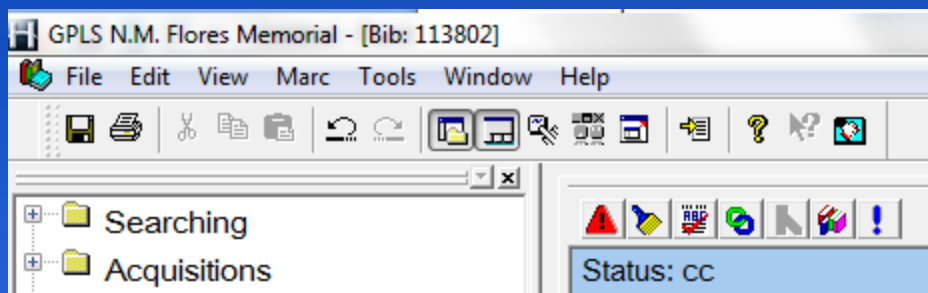
1. Civilization—History. 2. Civilization Occidental -- History. I. Chambers, Mortimer. II. title.

LC: 73-21732
ISBN: 0-394-31806-4

You can see here below that the subject that I typed exists on the list of subjects. On the right of this list, you can see how many title's own this subject. This helps when someone is searching for books by subject and happen to ask for this one in particular. It returns with the list of books showing on the right. I will highlight this subject by clicking on it and pressing enter on my keyboard.

Select one or more entries to see titles.

Subject	Titles
Civilization -- Dictionaries.	1
Civilization -- Extraterrestrial influences.	1
➡ Civilization -- History.	9
Civilization -- History -- Pictorial works -- Juvenile literature.	1
Civilization -- History -- Sources.	1




If I was to save this first and put my cursor next to the subject entered. Press "Ctrl + B" again?

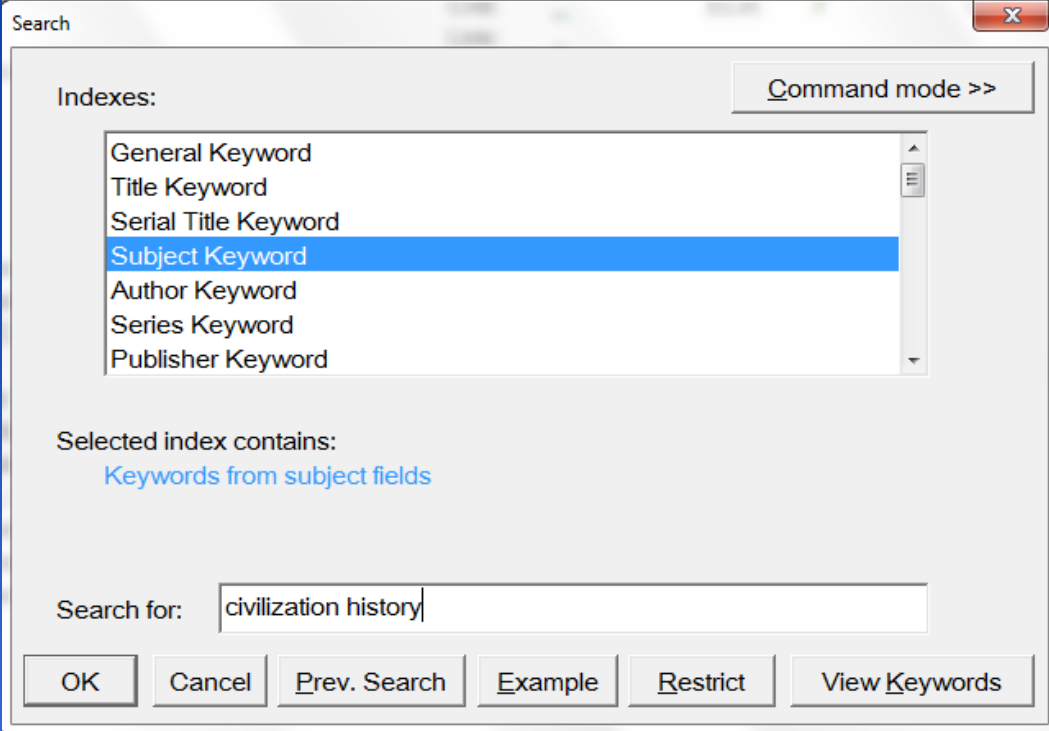
Subject Added Entry-Topical Te 650 _ 0 †a Civilization †x History.

This material just made itself the 10th title to own this subject.

Select one or more entries to see titles.

Subject	Titles
Civilization -- Dictionaries.	1
Civilization -- Extraterrestrial influences.	1
 Civilization -- History.	10
Civilization -- History -- Pictorial works -- Juvenile literature.	1

If I wanted to see the list of titles in this subject, I would simply press "F2" on my keyboard or go through the search procedure shown earlier. I would select Subject Keyword from the indexes and type in the subject and click OK or press enter on my keyboard



Search

Indexes: Command mode >>

- General Keyword
- Title Keyword
- Serial Title Keyword
- Subject Keyword**
- Author Keyword
- Series Keyword
- Publisher Keyword

Selected index contains:
Keywords from subject fields

Search for: civilization history

OK Cancel Prev. Search Example Restrict View Keywords



Highlight the subject and choose "Show Titles at the bottom.

[Show Titles](#)[Cancel](#)[To Alpha List](#)[Select All](#)

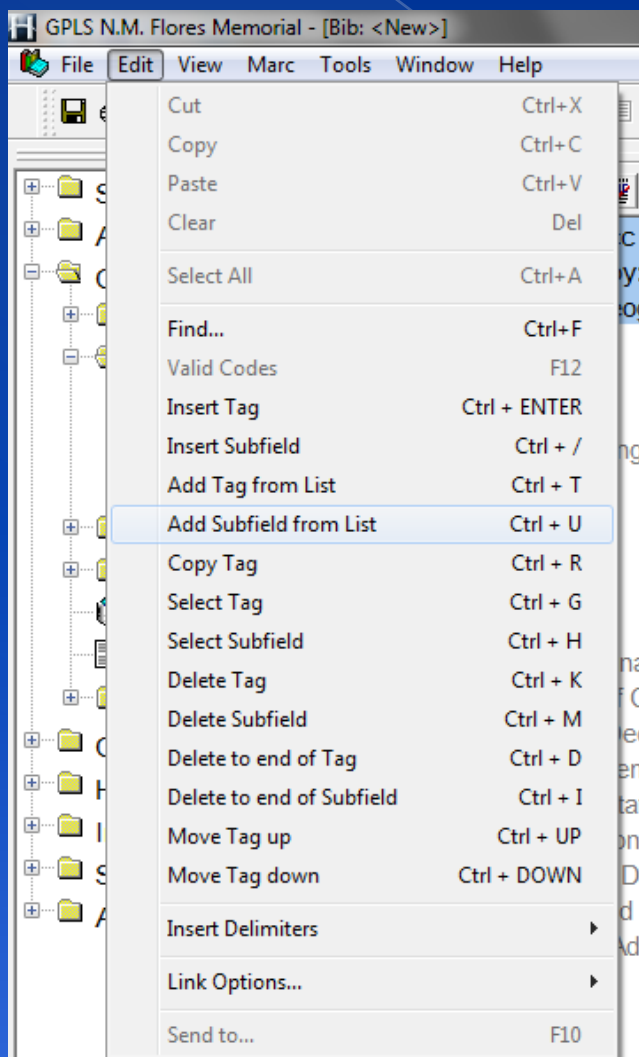
This is the 10 titles that own that Subject entry. You can also see the one that was just added at the bottom.

Select one or more entries to see more detail.

Title/Author	Pub date
1. The march of the millennia : a key to looking at history / by Isaac Asimov, Isaac, 1920-1992.	1991.
2. A history of civilizations / Fernand Braudel ; translated by Braudel, Fernand	1994.
3. Civilisation: a personal view [by] Kenneth Clark. Clark, Kenneth, 1903-1983.	[1970, c1969]
4. Heroes of history : a brief history of civilization from ancient times Durant, Will, 1885-1981.	c2001.
5. Guns, germs, and steel : the fates of human societies / Jared Diamond, Jared M.	c1997.
6. The creators / Daniel J. Boorstin. Boorstin, Daniel J. (Daniel Joseph), 1914-2004.	c1992.
7. Guns, germs, and steel : the fates of human societies / Jared Diamond, Jared M.	1999.
8. A history of world societies / John P. McKay ... [et al]. McKay, John P.	c2007.
9. Tales mummies tell / Patricia Lauber ; illustrated with Lauber, Patricia.	c1985.
10. Western Experience (The) / by Mortimer Chambers...[et al] Chambers, Mortimer, compiler.	c1974.

Another important thing to know is how to add a subfield. Below is an example. Another subfield "x" had to be added because of the 2nd (- -)

1. Germany- - Politics and government- - 1933-1945.

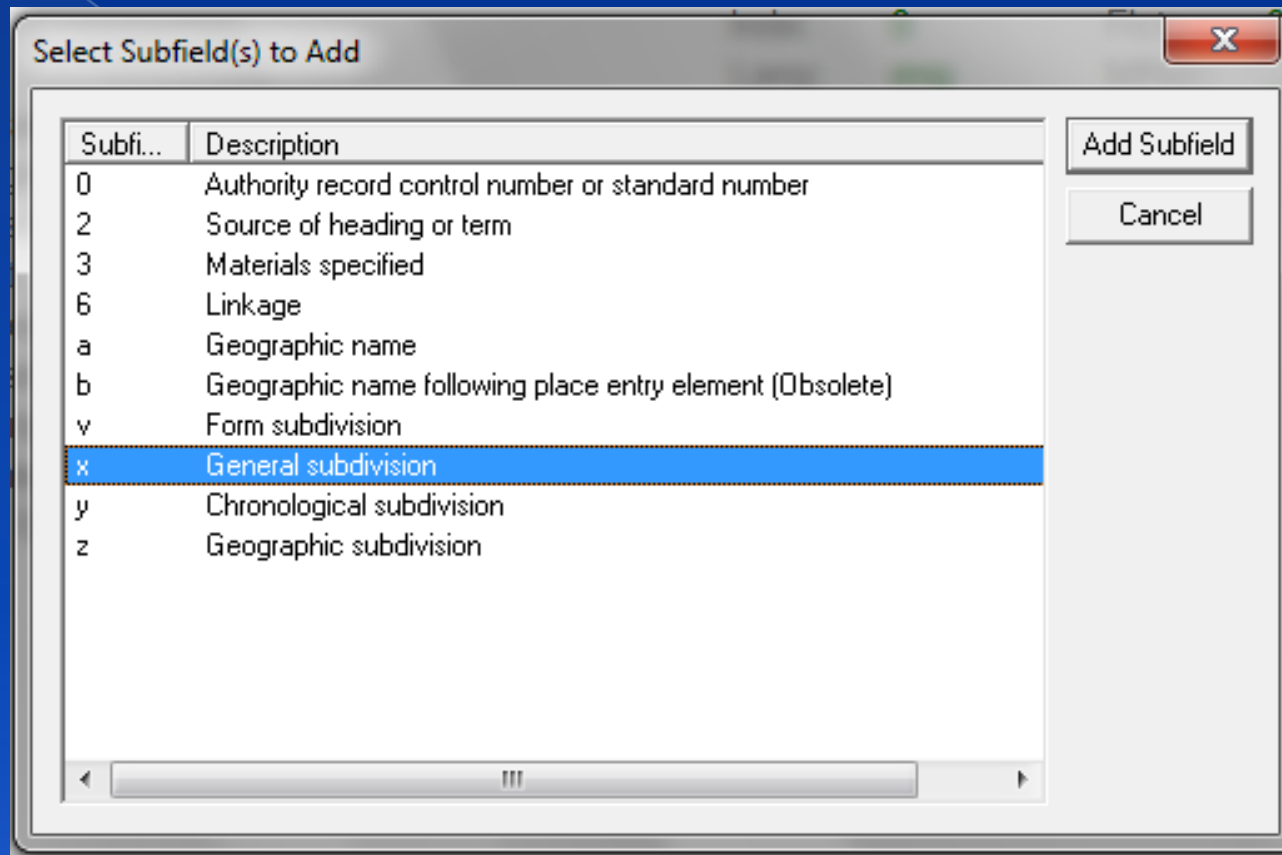


7 \$a Germany x Politics and government x 1933-1945. \$2 sears



To add a subfield. With your bib still open go to the "Edit" above and from the drop choose, "Add Subfield from List" (or) on your keyboard press "Ctrl + U".

This subfield window will open for you to select from. As I mentioned earlier that there is a second (- -) so the right field would be "x"



So it is very important to also pay attention to the Blue highlighted field at the top of the Bib record so that you know what the different fields are for and when adding a subfield, it won't be too complicated.

We still have one more subject to add
so you need to add a tag again once
more for the same Tag# 650

901.9 Western experience (The) / by Mortimer Chambers ;
Western [et al]; -- 1st ed. -- NY: Alfred A. Knopf, c1974.
1133p. : illus.

Includes bibliographical references and index

0000019301 \$17.50 2/98 Hagatna

1. Civilization—History. 2. Civilization

Occidental -- History. I. Chambers, Mortimer.
II. title.

LC: 73-21732

ISBN: 0-394-31806-4

Once again How to add the Tag.

The image shows a screenshot of a library catalog software interface. The main window title is "GPLS M.M. Flores Memorial - [Bib: 113802]". The menu bar includes File, Edit, View, Marc, Tools, Window, and Help. The 'Edit' menu is open, showing various options. The 'Add Tag from List' option is circled in green. A dialog box titled "Select Tag(s) to Add" is open in the foreground, displaying a list of tags with their IDs and descriptions. The tag ID "650" is highlighted in blue. The dialog box has "Add Tag" and "Cancel" buttons.

Tag ID	Description
565	Case File Characteristics Note
567	Methodology note
570	(Obsolete) Editor Note
580	Linking entry complexity note
581	Publications About Described Materials Note
582	(Obsolete) Related Computer Files Note
583	Action note
584	Accumulation and Frequency of Use Note
585	Exhibitions Note
586	Awards Note
588	Source of description note
590	Local Note
591	Local Note
600	Subject Added Entry-Personal Name
610	Subject Added Entry-Corporate Name
611	Subject Added Entry-Meeting Name
630	Subject Added Entry-Uniform Title
650	Subject Added Entry-Topical Term
651	Subject Added Entry-Geographic Name

This is the second entry shown below

```
Subject Added Entry-Topical Te 650 _ 0 †a Civilization †x History.  
Subject Added Entry-Topical Te 650 _ 0 †a †x
```

The same procedure I showed earlier after typing in your subject "Ctrl + B". The subject is not on the list so if you press "ESC" escape to close this window and save, this will be the first entry of this subject.

```
Subject Added Entry-Topical Te 650 _ 0 †a Civilization, Occidental †x History.
```

Ctrl + B

Select one or more entries to see titles.

Subject

Civilization, Modern -- Psychological aspects.

Civilization, modern--British influences

➡ Civilization, Oriental.

Civilization, Polynesian.

Civilization, Subterranean -- Drama.

Civilization, Subterranean -- Juvenile drama.

Civilization, Western.

Civilization, Western -- Arab influences.

Civilization, Western -- History.

Civilization, Western -- Islamic influences.

Civilization, Western - examination, questions, etc.

Civilizations, Ancient.

Keep in mind again. Every single time you type and **AUTHOR ENTRY** or **SUBJECT ENTRY**, You must **ALWAYS** perform the "Ctrl + B".

We have completed creating a MARC record. We do not record roman number "II, title" I have found some bibs that had it and I remove it. Please do not add that part. The Roman numeral "I" is already what we recorded earlier. Please do not enter that into a subject tag.

901.9 Western experience (The) / by Mortimer Chambers, [et al]; -- 1st ed. -- NY: Alfred A. Knopf, c1974.
1133p. : illus.
Includes bibliographical references and index

0000019301 \$17.50 2/98 Hagatna

1 Civilization—History. 2. Civilization Occidental -- History. I. Chambers, Mortimer. II. title.

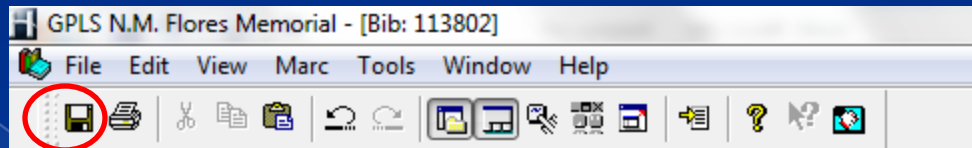
LC: 73-21732
ISBN: 0-394-31806-4

Subject Added Entry-Topical Te 650 _ 0 ‡a Title ‡x

Subject Added Entry-Topical Te 650 _ 0 ‡a Chambers, Mortimer ‡x

These are incorrect entries

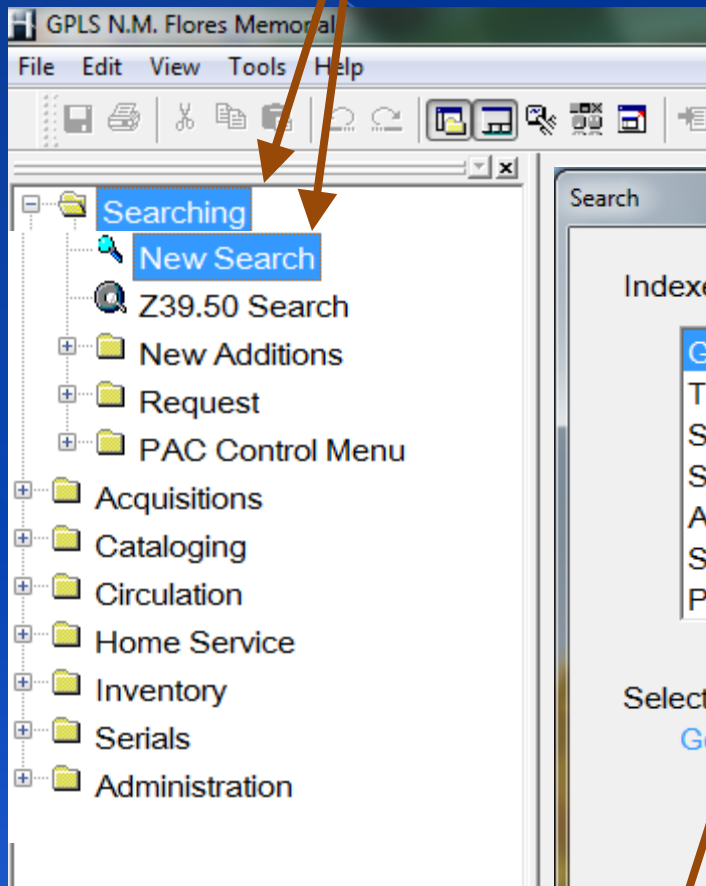
After Saving the work on your MARC bib, choose "Save" in the tool bar.



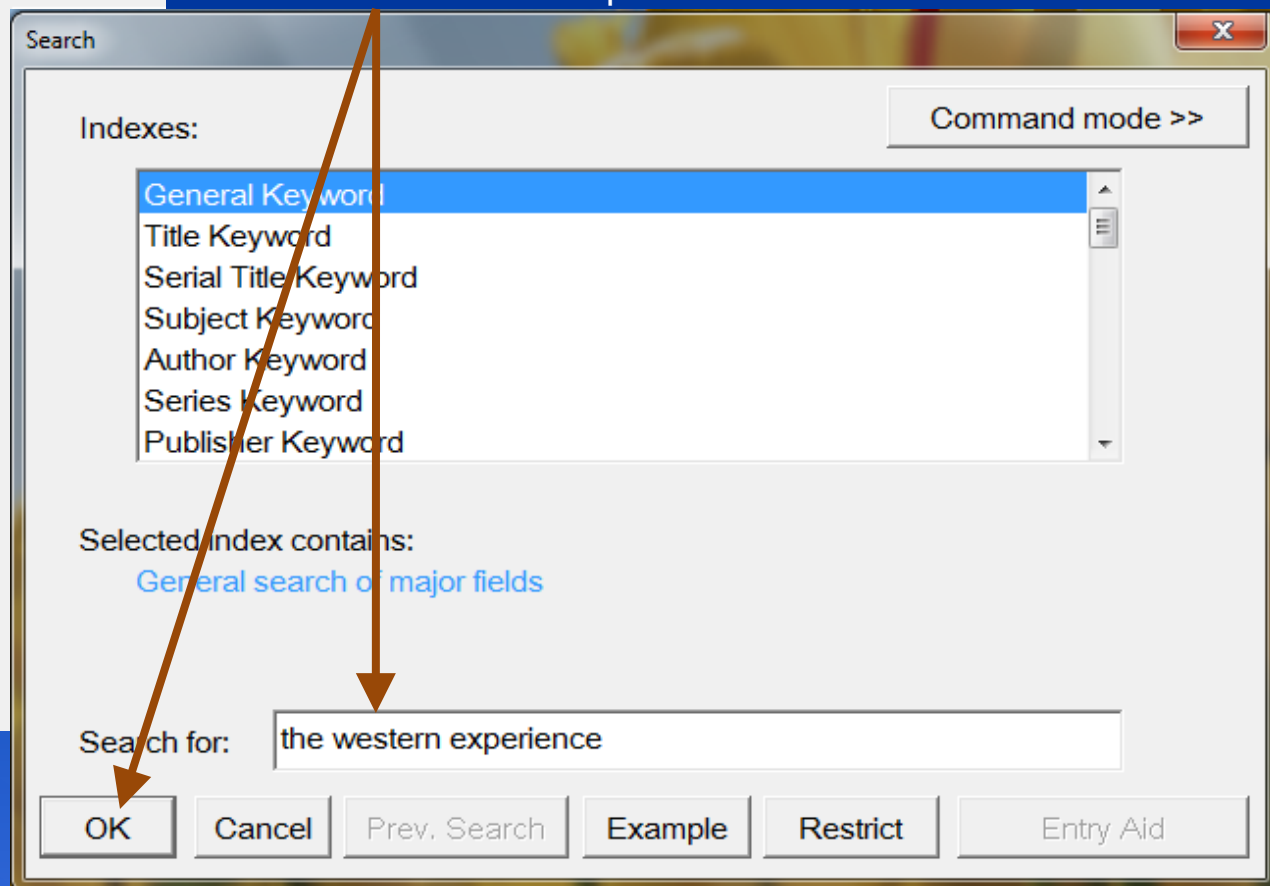
Below is your finished BIB record. We will close and search for this title so that we can see the finished bib. Press Escape until all windows are closed.

Status: cc		Created: 7/18/2016 11:51:00 AM by: hofcs		
Owned by: Unowned		Updated: 8/8/2016 2:20:00 PM by: hofcs		
Field: Leader [Optional]				
Leader	000	RecS: n	Type: a	BLvl: m
		Cnt: _	ELvl: 7	CatF: a
		Link: _		
Fixed-Length Data Elements	008	Date: 160715	DtSt: e	Dates: 1974
		Dates: _	Ctry: nyu	lls: a__
		Audn: _	Form: _	Cont: _
		GPub: _	Conf: 0	Fest: 0
		Indx: 0	Fict: 0	Biog: _
		Lang: eng	MRec: _	Src: _
Library of Congress Control Nu	010	_ _	⌘a 73021732	
International Standard Book Nu	020	_ _	⌘a 0394318064	
Dewey Decimal Call Number	082	0 0	⌘a 901.9 ⌘b C	
Title Statement	245	0 0	⌘a Western Experience (The) / ⌘c by Mortimer Chambers...[et al]	
Edition Statement	250	_ _	⌘a First edition	
Publication, Distribution, Etc. (I	260	0 _	⌘a New York ⌘b Alfred A. Knopf, ⌘c c1974.	
Physical Description	300	_ _	⌘a 1133p. : ⌘b illus.	
Bibliography, Etc. Note	504	_ _	⌘a includes bibliographical references and index	
Subject Added Entry-Topical Te	650	_ 0	⌘a Civilization ⌘x History.	
Subject Added Entry-Topical Te	650	_ 0	⌘a Civilization, Occidental ⌘x History.	
Added Entry - Personal Name	700	1 0	⌘a Chambers, Mortimer, ⌘e compiler.	
Added Entry - Personal Name	700	1 0	⌘a Grew, Raymond, ⌘e compiler.	
Added Entry - Personal Name	700	1 _	⌘a Herlihy, David V. ⌘e compiler.	
Added Entry - Personal Name	700	1 0	⌘a Rabb, Theodore K., ⌘e compiler.	
Added Entry - Personal Name	700	1 0	⌘a Woloch, Isser, ⌘e compiler.	

If You remember the search procedures earlier. Select Search on you navigation bar and then New Search (or) press F2 on your keyboard




Type your search in the space below and click OK or press enter.



I didn't search for the book at the beginning of this lesson so surprisingly there is two on the list. One is fast add and one is the bib that was just created. Can you remember how we can tell which one is not a fast add?

Select one or more entries to see more detail.



Title/Author	Pub date
	
1. Letting Swift River go / Jane Yolen ; illustrated by Barbara Yolen, Jane.	c1992.
2. Western experience (The) Western	?
3. Western Experience (The) / by Mortimer Chambers...[et al] Chambers, Mortimer, compiler.	c1974. ?

The one that shows the publishing date at the right side is more likely the one that is not a fast add bib. We will go in and review the bibs and refresh on MERGING BIB'S.

Lets open the one that was just created

Select one or more entries to see more detail.

Title/Author	Pub date
1. Letting Swift River go / Jane Yolen ; illustrated by Barbara Yolen, Jane.	c1992.
2. Western experience (The) Western	
3. Western Experience (The) / by Mortimer Chambers...[et al] Chambers, Mortimer, compiler.	c1974.



THIS IS THE FINISHED BIB THAT I HAVE CREATED IN THIS LESSON

Title Western Experience (The) / by Mortimer Chambers...[et al]

Edition First edition

Publisher New York Alfred A. Knopf, c1974.

Description 1133p. : illus.

Bibliography includes bibliographical references and index

Subjects [Civilization -- History.](#) [Civilization, Occidental -- History.](#)

Add Author [Chambers, Mortimer, compiler.](#)
[Grew, Raymond, compiler.](#)
[Herlihy, David V. compiler.](#)
[Rabb, Theodore K., compiler.](#)
[Woloch, Isser, compiler.](#)

ISBN 0394318064

LCCN 73021732

Just to point out, If you look at the subject section here, you can see that the dashes were automatically added with the subfield I had shown earlier.

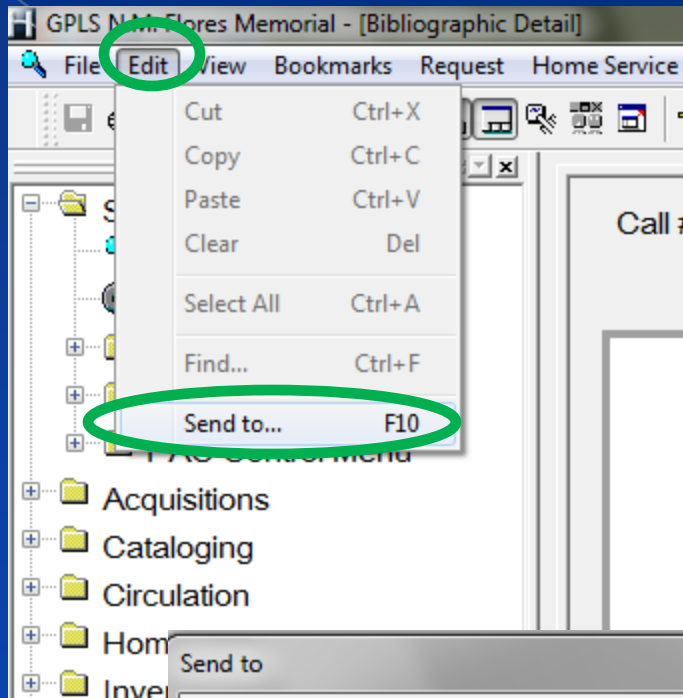
This is the Fast-Added Bib and you can see that it is incomplete at the bottom

Select one or more entries to see more detail.

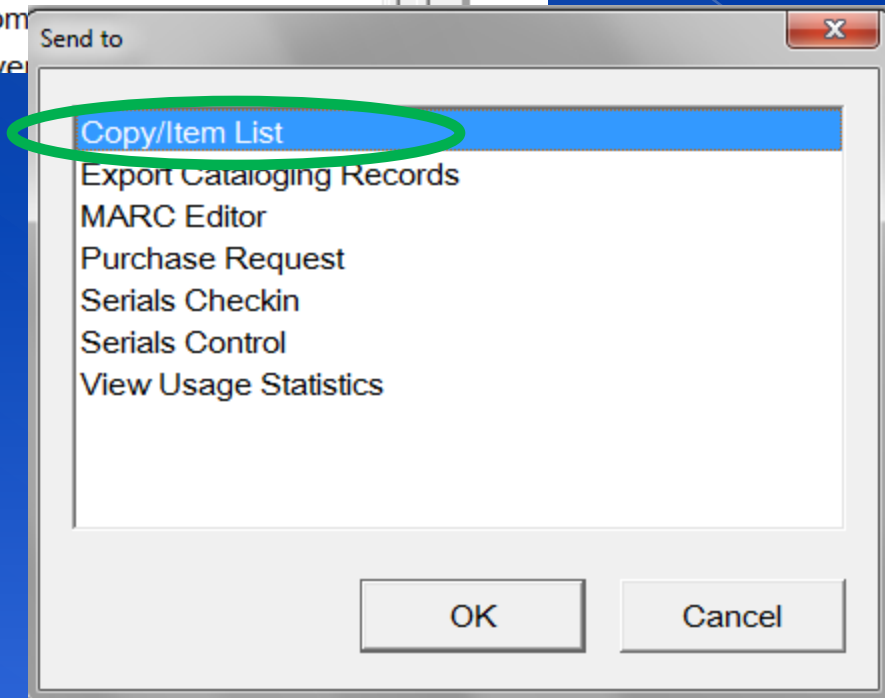
Title/Author	Pub date
1. Letting Swift River go / Jane Yolen ; illustrated by Barbara Yolen, Jane.	c1992.
2. Western experience (The) Western	
3. Western Experience (The) / by Mortimer Chambers...[et al] Chambers, Mortimer, compiler.	New York :

Call #	Non -Fiction - 2nd Floor	In Cataloging	Title	2	of	3
			Requests	0		
<i>Author</i>	<u>Western</u>					
<i>Title</i>	Western experience (The)					
<i>ISBN</i>	0394318064					

We are going to check the item barcode on this fast-add bib to see if it is the same barcode from the shelf-list used to create the full bib.



As I have presented earlier. Go to the Edit at the menu bar and left click on it. From the drop menu, choose "Send to..."



From the open window, choose "Copy/Item List" and OK at the bottom

Okay, it shows here that this is the book that was fast-added. We will begin to merge the two titles. Press Escape from this screen and get back to the list of titles.

Barcode	Location	Collection	Call No.	Copy
1. 0000019301	GPLS N.M. Flores	Adult Non-Fiction		

901.9 Western experience (The) / by Mortimer Chambers, [et al]; -- 1st ed. -- NY: Alfred A. Knopf, c1974.
1133p. : illus.
Includes bibliographical references and index

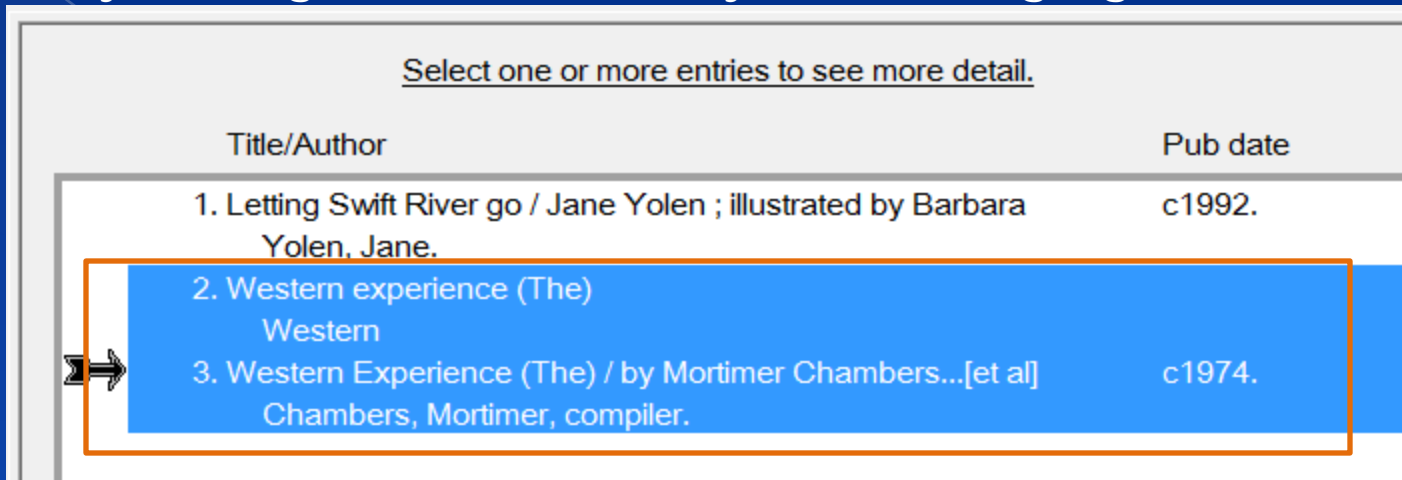
0000019301 \$17.50 2/98 Hagatna

1 Civilization—History. 2. Civilization Occidental -- History. I. Chambers, Mortimer.
II. title.

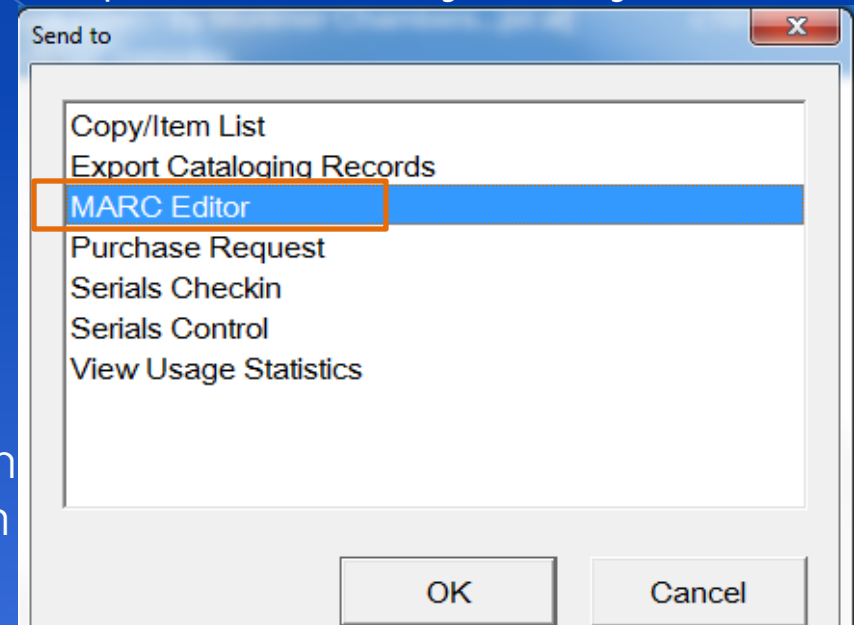
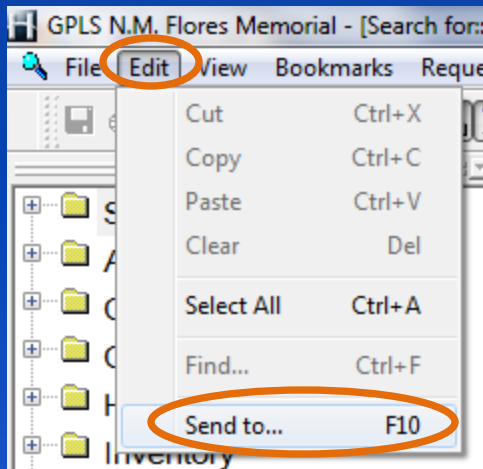
LC: 73-21732

ISBN: 0-394-31806-4

This is the list of titles. Select both titles the "Fast-Add" and the "Created Bib" by clicking on each until they are both highlighted.



Select "Edit" at the menu bar and choose "Send to..." from the drop menu (or) press "F10" on your keyboard




Choose MARC Editor from the Send to window, then OK

Status: cc Created: 4/16/2011 11:55:00 AM by: hodor
Owned by: Unowned Updated: by:
Field: Leader [Optional]

Leader	000		RecS: n	Type: a	BLvl: m
			Cntl: -	ELvl: 5	CatF: -
			Link: -		
International Standard Book Nu	020	- -	‡a 0394318064		
Main Entry - Personal Name	100	1 -	‡a Western		
Title Statement	245	1 0	‡a Western experience (The)		

OPEN THIS BIB



Search for: ... Bib: 113802 Bib: 79081

Search for: ... Bib: 113802 Bib: 79081

You should recall this window from the previous lesson and notice the tabs at the bottom. The two bib numbers are there. We are going to merge the two, so as I was saying the first, time it is less confusing to merge from the full bib so we will click on the other bib number.



Status: cc Created: 7/18/2016 11:51:00 AM by: hofcs
 Owned by: Unowned Updated: 8/8/2016 2:20:00 PM by: hofcs
 Field: Leader [Optional]

Leader	000	RecS: n	Type: a	BLvl: m
		Cnt: _	ELvl: 7	CatF: a
		Link: _		
Fixed-Length Data Elements	008	Date: 160715	DtSt: e	Dates: 1974
		Dates: _	Ctry: nyu	Ills: a_
		Audn: _	Form: _	Cont: _
		GPub: _	Conf: 0	Fest: 0
		Indx: 0	Fict: 0	Biog: _
		Lang: eng	MRec: _	Srce: _
Library of Congress Control Nu	010	_	_	⌘a 73021732
International Standard Book Nu	020	_	_	⌘a 0394318064
Dewey Decimal Call Number	082	0	0	⌘a 901.9 ⌘b C
Title Statement	245	0	0	⌘a Western Experience (The) / ⌘c by Mortimer Chambers...[et al]
Edition Statement	250	_	_	⌘a First edition
Publication, Distribution, Etc. (I	260	0	_	⌘a New York ⌘b Alfred A. Knopf, ⌘c 1974.
Physical Description	300	_	_	⌘a 1133p. : ⌘b illus.
Bibliography, Etc. Note	504	_	_	⌘a includes bibliographical references and index
Subject Added Entry-Topical Te	650	_	0	⌘a Civilization ⌘x History.
Subject Added Entry-Topical Te	650	_	0	⌘a Civilization, Occidental ⌘x History.
Added Entry - Personal Name	700	1	0	⌘a Chambers, Mortimer, ⌘e compiler.
Added Entry - Personal Name	700	1	0	⌘a Grew, Raymond, ⌘e compiler.
Added Entry - Personal Name	700	1	_	⌘a Herlihy, David V., ⌘e compiler.
Added Entry - Personal Name	700	1	0	⌘a Rabb, Theodore K., ⌘e compiler.
Added Entry - Personal Name	700	1	0	⌘a Woloch, Isser, ⌘e compiler.

So I have chosen the next bib. You can see the tab at the bottom because it stands out. If you recall which is the Merge tool at the top. Point and left click on the merge tool

Search for: ... Bib: 113802 Bib: 79081

This is the Bib Merge window. Point to the down arrow next to the "Merge Profile space"

Point where I set the arrow here and left click.

Bib Merge

Merge Profile:

Surviving Bib# 113802 -

Entry Code	Description
STD	Standard Bib Profile

Dying Record(s)

Bib#
79081

Preview Merge Cancel

Ready to Merge. You can see below which bib is the Surviving and which bib is the Dying. I put an image to the tabs from previous page for your reference below. Now point and select "Merge"

Bib Merge

Merge Profile: Standard Bib Profile

Surviving Bib#

Author

Title Western Experience (The) / by Mortimer Chambers...[et al]

Publication date c1974.

Dying Record(s)

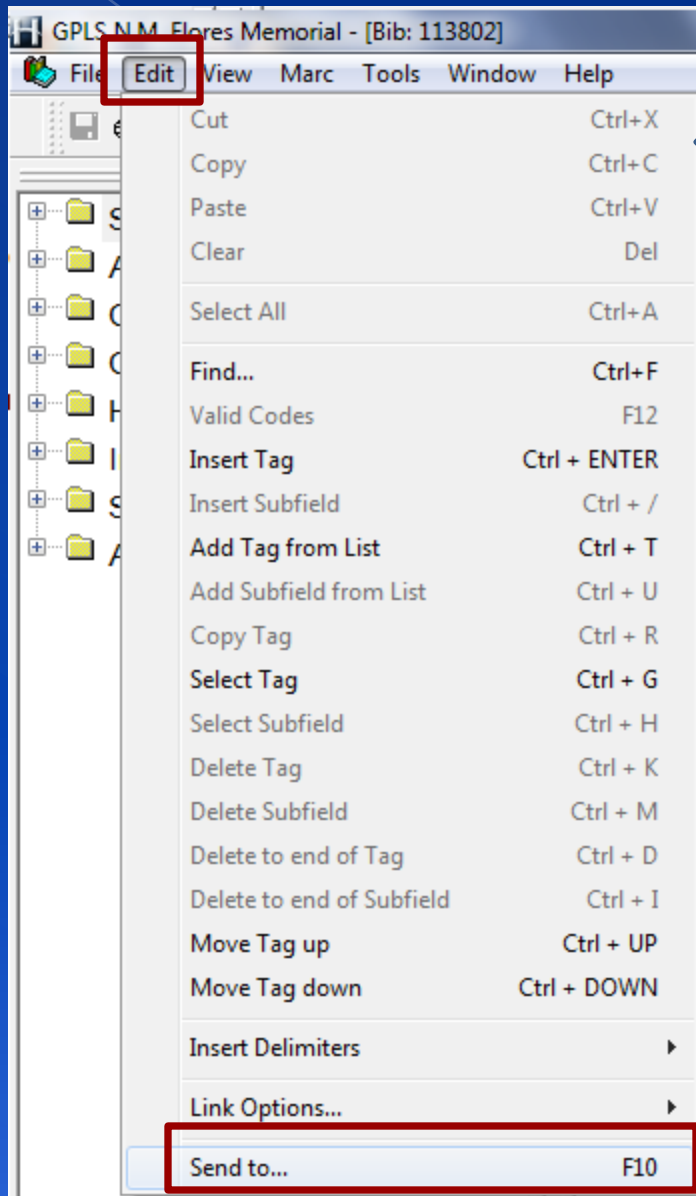
Bib#	Author	Title	Publication date
79081	Western	Western experience (The)	

Preview Merge Cancel

Search for: ...

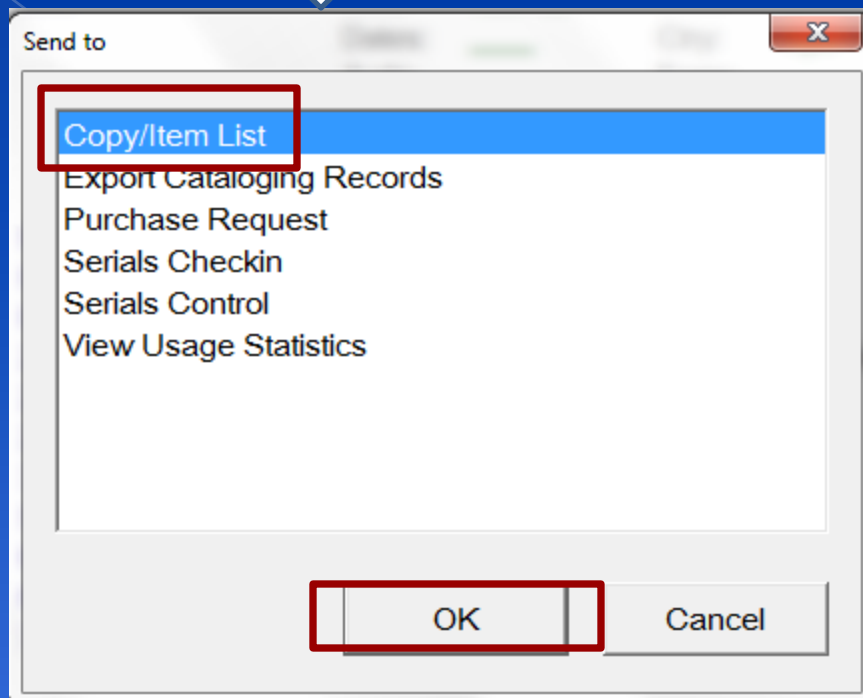
THIS IS NOW THE ONLY BIB EXISTING. NOTICE AT THE BOTTOM THERE IS ONLY ONE BIB TAB. NOW WE NEED TO EDIT THE ITEM.

Status: cc		Created: 7/18/2016 11:51:00 AM by: hofcs		
Owned by: Unowned		Updated: 8/8/2016 2:20:00 PM by: hofcs		
Field: Leader [Optional]				
Leader	000	RecS: n	Type: a	BLvl: m
		Cnt: -	ELvl: 7	CatF: a
		Link: -		
Fixed-Length Data Elements	008	Date: 160715	DtSt: e	Dates: 1974
		Dates: _____	Ctry: nyu	lls: a__
		Audn: -	Form: -	Cont: _____
		GPub: -	Conf: 0	Fest: 0
		Indx: 0	Fict: 0	Biog: -
		Lang: eng	MRec: -	Src: -
Library of Congress Control Nu	010	- -	⌘a 73021732	
International Standard Book Nu	020	- -	⌘a 0394318064	
Dewey Decimal Call Number	082	0 0	⌘a 901.9 ⌘b C	
Title Statement	245	0 0	⌘a Western Experience (The) / ⌘c by Mortimer Chambers...[et al]	
Edition Statement	250	- -	⌘a First edition	
Publication, Distribution, Etc. (I	260	0 -	⌘a New York ⌘b Alfred A. Knopf, ⌘c c1974.	
Physical Description	300	- -	⌘a 1133p. : ⌘b illus.	
Bibliography, Etc. Note	504	- -	⌘a includes bibliographical references and index	
Subject Added Entry-Topical Te	650	- 0	⌘a <u>Civilization</u> ⌘x <u>History</u> .	
Subject Added Entry-Topical Te	650	- 0	⌘a <u>Civilization, Occidental</u> ⌘x <u>History</u> .	
Added Entry - Personal Name	700	1 0	⌘a <u>Chambers, Mortimer</u> , ⌘e compiler.	
Added Entry - Personal Name	700	1 0	⌘a <u>Grew, Raymond</u> , ⌘e compiler.	
Added Entry - Personal Name	700	1 -	⌘a <u>Herlihy, David V.</u> ⌘e compiler.	
Added Entry - Personal Name	700	1 0	⌘a <u>Rabb, Theodore K.</u> , ⌘e compiler.	
Added Entry - Personal Name	700	1 0	⌘a <u>Woloch, Isser</u> , ⌘e compiler.	



From the Menu bar above, again choose "Edit" then "Send to..." (or) "F10" on the keyboard.

From the send to window below, choose "Copy/Item List" and OK



Barcode	Location	Collection	Call No.	Copy
1. 0000019301	GPLS N.M. Flores	Adult Non-Fiction		

Selection Total: 1

Select the item, which in this case is the only one in the list by highlighting it or left clicking on it, then choose "Edit" at the bottom (or) press Enter on your keyboard.

As I was showing in the first lesson, the rest of the information on this page needs to be completed and don't forget to uncheck the "Fast-Add" box below. I have indicated the areas to be completed or corrected

Item#	133567	Copy#	
Created	04/16/2011	Updated	04/28/2011
* Item Type	CIRCBK		<i>Circulating Books</i>
* Item Barcode	0000019301		
* Location	HAGATNA		<i>GPLS N.M. Flores Memorial</i>
* Collection	NF		<i>Adult Non-Fiction</i>
Call No.			
Copy Statement		Serial Volume No.	
Source		Price	0.00
Staff-Only			
PAC Note			
* Item Status	t		<i>In Cataloging</i>
Status Updated	04/28/2011	Inventoried	<input checked="" type="checkbox"/> Fast-Add
Checkin Note			
Last Checkout	04/16/2011	No. of Checkouts	1
Due		Time	
Out to Borrower No.			
No. of Pieces	0	No. of Renewals	0
No. of Phone Renewals	0		

901.9 Western experience (The) / by Mortimer Chambers, [et al]; -- 1st ed. -- NY : Alfred A. Knopf, c1974. 1133p. : illus. Includes bibliographical references and index

0000019301 \$17.50 2/98 Hagatna

1. Civilization—History. 2. Civilization Occidental -- History. I. Chambers, Mortimer. II. title.

LC: 73-21732
ISBN: 0-394-31806-4

Codes

Close Save Page Up Page Down

Page 1 of 3

Item# 133567 Copy#
 Created 04/16/2011 Updated 04/28/2011
 * Item Type CIRC BK *Circulating Books*
 * Item Barcode 0000019301
 * Location HAGATNA *GPLS N.M. Flores Memorial*
 * Collection NF *Adult Non-Fiction*
 Call No. 901.9^Westerb
 Copy Statement Serial Volume No.
 Source Fed/GovGuam Price 17.50 Staff-Only
 PAC Note
 * Item Status OS *On Shelf*
 Status Updated 04/28/2011 Inventoried Fast-Add
 Checkin Note
 Last Checkout 04/16/2011 No. of Checkouts 1
 Due Time Out to Borrower No.
 No. of Pieces 0 No. of Renewals 0
 No. of Phone Renewals 0

Codes

Codes

Codes

Codes

Close

Save

Page Up

Page Down

P:

901.9 Western experience (The) / by Mortimer Chambers, [et al]; -- 1st ed. -- NY : Alfred A. Knopf, c1974.
 1133p. : illus.
 Includes bibliographical references and index

0000019301 \$17.50 2/98 Hagatna

1. Civilization—History. 2. Civilization Occidental -- History. I. Chambers, Mortimer. II. title.


LC: 73-21732
 ISBN: 0-394-31806-4



This is completed profile and the Fast-Add box has been unchecked. Click Save at the bottom and close

THIS IS NOW COMPLETE!

You are ready to close every window and begin another title.

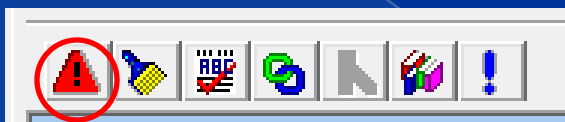
	Barcode	Location	Collection	Call No.	Copy
	1. 0000019301	GPLS N.M. Flores	Adult Non-Fiction	901.9^Westerb	

THERE ARE STILL MANY OTHER IMPORTANT TAGS TO ADD, BUT IF THE MATERIAL DOES NOT HAVE THE INFORMATION THEN IT IS NOT A TAG TO BE CONCERNED ABOUT. BELOW ARE A LIST OF TAG NUMBERS THAT ARE JUST AS IMPORTANT AND THAT ARE USED WHEN NECESSARY WHEN CREATING A BIB.

TAG NUMBER	DESCRIPTION	EXAMPLE
490	Series	Katy Woo, Goosebumps, Box Cars, Nancy Drew
586	Awards	Newberry medal
110	Corporate names	Colleges, businesses
710	Corporate name added	Colleges, businesses
520	Summary	Book summary
505	Formatted Content Note	When it is one book containing different titles by the same author.

ANOTHER THING TO KEEP IN MIND WHEN CREATING A BIB. THERE SOME BIBS THAT ARE REPEATABLE AND SOME THAT ARE NOT. PAY ATTENTION TO THE RED MARKINGS ON YOUR BIB.

Here is an example of what I mean about paying attention to the red markings. If you see anything on your bib that is red, there is something wrong. There is a red triangle with an exclamation point inside it "Show/Hide Errors" at the top of the bib record. If you point and click on it, your errors will appear at the bottom.



Library of Congress Control Nu	010	- -	‡a 73021732
International Standard Book Nu	020	- -	‡a 0394318064
Dewey Decimal Call Number	082	0 0	‡a 901.9 ‡b C
Title Statement	245	1 0	‡a Western Experience (The) / ‡c by Mortimer Chambers...[et al]
Title Statement	245	1 0	‡a ‡b ‡c
Main Entry - Personal Name	100	1 -	‡a ‡d
Main Entry - Personal Name	100	1 -	‡a ‡d
Edition Statement	250	- -	‡a First edition
Publication, Distribution, Etc. (I	260	0 -	‡a New York ‡b Alfred A. Knopf, ‡c c1974.
Physical Description	300	- -	‡a 1133p. : ‡b illus.
Bibliography, Etc. Note	504	- -	‡a includes bibliographical references and index
Subject Added Entry-Topical Te	650	- 0	‡a <u>Civilization</u> ‡x <u>History</u> .
Subject Added Entry-Topical Te	650	- 0	‡a <u>Civilization, Occidental</u> ‡x <u>History</u> .
Added Entry - Personal Name	700	1 0	‡a <u>Chambers, Mortimer</u> , ‡e compiler.



Status: cc	Created: 7/18/2016 11:51:00 AM by: hofcs		Items: 1
Owned by: Unowned	Updated: 7/20/2016 9:40:00 AM by: hofcs		
Field: Personal Name [Optional, Link Always]			
Leader	000	RecS: n	Type: a
		Cntl: _	ELvl: 7
		Link: _	BLvl: m
Fixed-Length Data Elements	008	Date: 160715	DtSt: e
		Dates: _____	Ctry: nyu
		Audn: _	Form: _
		GPub: _	Conf: 0
		Indx: 0	Fict: 0
		Lang: eng	MRec: _
Library of Congress Control Nu	010	_ _	‡a 73021732
International Standard Book Nu	020	_ _	‡a 0394318064
Dewey Decimal Call Number	082	0 0	‡a 901.9 ‡b C
Title Statement	245	1 0	‡a Western Experience (The) / ‡c by Mortimer Chambers...[et al]
Title Statement	245	1 0	‡a ‡b ‡c
Main Entry - Personal Name	100	1 _	‡a ‡d
Main Entry - Personal Name	100	1 _	‡a ‡d
Edition Statement	250	_ _	‡a First edition
Publication, Distribution, Etc. (I	260	0 _	‡a New York ‡b Alfred A. Knopf, ‡c c1974.
Physical Description	300	_ _	‡a 1133p. : ‡b illus.
Bibliography, Etc. Note	504	_ _	‡a includes bibliographical references and index
Subject Added Entry-Topical Te	650	_ 0	‡a Civilization ‡x History.
Subject Added Entry-Topical Te	650	_ 0	‡a Civilization, Occidental ‡x History.
Added Entry - Personal Name	700	1 0	‡a Chambers, Mortimer, ‡e compiler.

Below shows where the errors are and what is wrong.



Tag 245 is non-repeatable - Fatal Error.
 Tag 100, Can only have one tag from this group in record - Fatal Error.
 Tag 100 is non-repeatable.

ERRORS FOUND

▲ 📄 🌐 🗂️ 📌 !

Status: cc Created: 3/4/2016 1:26:00 PM by: horcs
Owned by: Unowned Updated: by: Iter

Field: Leader [Optional]

Leader	000	RecS: n	Type: a	BLvl: m
		Cntl: -	ELvl: 7	CatF: a
		Link: -		
Fixed-Length Data Elements	008	Date: 160304	DtSt: s	Dates: 2014
		Dates: -	Ctry: xx_	Ills: -
		Audn: -	Form: -	Cont: -
		GPub: -	Conf: 0	Fest: 0
		Indx: 0	Fict: 0	Biog: -
		Lang: eng	MRec: -	Src: -

International Standard Book Nu 020 †a 9780785154792

Dewey Decimal Call Number 082 0 0 †a GN †b C

Main Entry - Personal Name 100 0 0 †a Bendis, Brian Michael,

Title Statement 245 1 0 †a Guardians of the Galaxy : Guardians disassembled †b by Biran Michael Bendis †c Nick Bradshaw, illus.

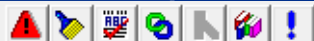
Publication, Distribution, Etc. (l 260 0 †a NY : †b Marvel Worldwide, Inc. †c c2014

Physical Description 300 - - †a unp. : †b col. †c illus.

Subject Added Entry-Topical Te 650 0 7 †a Graphic novels. †2 sears

Subject Added Entry-Topical Te 650 - 0 †a Guardians--Superheros †x comic books, strips, etc.

CORRECTED



Status: cc	Created: 3/4/2016 1:26:00 PM by: horcs		
Owned by: Unowned	Updated: 8/8/2016 2:57:00 PM by: hofcs		Items: 7
Field: Leader [Optional]			
Leader	000		RecS: n Type: a BLvl: m Cntl: _ ELvl: 7 CatF: a Link: _
Fixed-Length Data Elements	008		Date: 160304 DtSt: s Dates: 2014 Dates: _____ Ctry: xx_ Ills: _____ Audn: _ Form: _ Cont: _____ GPub: _ Conf: 0 Fest: 0 Indx: 0 Fict: 0 Biog: _ Lang: eng MRec: _ Srce: _
International Standard Book Nu	020	_ _	‡a 9780785154792
Dewey Decimal Call Number	082	0 0	‡a [GN] ‡b C
Main Entry - Personal Name	100	0 0	‡a <u>Bendis, Brian Michael</u> ,
Title Statement	245	1 0	‡a Guardians of the Galaxy : Guardians disassembled / ‡c by Brian Michael Bendis; illus. by Nick Bradshaw.
Publication, Distribution, Etc. (I	260	0 _	‡a NY : ‡b Marvel Worldwide, Inc., ‡c c2014
Physical Description	300	_ _	‡a unp. : ‡b col. illus.
Summary, Etc. Note	520	0 _	‡a "With the entire galaxy gunning for the Guardians and Star-Lord missing, its time to bring in a little help. But as the Guardians of the Galaxy get ready for new members Venom and Captain Marvel, unexpected dangers arise that promise to tear the team to its core! Where in the universe is Star-Lord? What does his disappearance mean for Earth's safety? And can he survive on the run from a mysterious new adversary without the aid of the Guardians? Plus: The Guardians of the Galaxy investigate the mystery of a S.H.I.E.L.D. Helicarrier that suddenly appears in outer space! And the series celebrates a milestone with two special stories by former GUARDIANS writers Dan Abnett and Andy Lanning!"
Subject Added Entry-Topical Te	650	0 7	‡a <u>Graphic novels.</u> ‡2 sears
Subject Added Entry-Topical Te	650	_ 0	‡a <u>Guardians</u> ‡x <u>Superheroes</u> ‡x <u>comic books, strips, etc.</u>
Added Entry - Personal Name	700	1 0	‡a <u>Bradshaw, Nick,</u> ‡e illustrator

ERRORS FOUND



Status: cc Created: 3/22/2016 2:35:00 PM by: hobmq

Owned by: Unowned Updated: by:

Field: Leader [Optional]

Leader 000 RecS: n Type: a BLvl: m
Cntl: _ ELvl: 7 CatF: a
Link: _

Fixed-Length Data Elements 008
Date: 032216 DtSt: - Dates: 0316
Dates: ___ Ctry: xx_ Ills: ___
Audn: _ Form: _ Cont: ___
GPub: _ Conf: 0 Fest: 0
Indx: 0 Fict: 0 Biog: _
Lang: eng MRec: _ Srce: _

International Standard Book Nu 020 _ _ †a 9346270

Library of Congress Call Numbe 050 _ _ †a 082392601

Dewey Decimal Call Number 082 0 0 †a 362.29Clayton9 †b C

Main Entry - Personal Name 100 1 _ †a Clayton, L. (Lawrence)

Title Statement 245 1 0 †a Barbiturates and Other Depressants

Edition Statement 250 _ _ †a Rev. Ed.

Publication, Distribution, Etc. (I 260 0 _ †a --New York †b Rosen Publishing Group, Inc. †c c1998

Physical Description 300 _ _ †a 64p †b illus. (Some col.) †c (The Drug abukse prevention library)

Subject Added Entry-Personal 600 1 0 †a 1. Teenagers-Drug use.

Subject Added Entry-Personal 600 1 0 †a 2. Drug abuse.

Subject Added Entry-Personal 600 1 0 †a 3. Barbiturates

Subject Added Entry-Personal 600 1 0 †a I. Title

Subject Added Entry-Personal 600 1 0 †a II. Series

CORRECTED



Status: cc Created: 3/22/2016 2:35:00 PM by: hobmq
 Owned by: Unowned Updated: 4/30/2016 3:53:00 PM by: hofcs
 Field: Leader [Optional]

Leader	000	RecS:	n	Type:	a	BLvl:	m
		Cntl:	-	ELvl:	7	CatF:	a
		Link:	-				
Fixed-Length Data Elements	008	Date:	032216	DtSt:	e	Dates:	1998
		Dates:	_____	Ctry:	nyu	lls:	a_____
		Audn:	-	Form:	-	Cont:	_____
		GPub:	-	Conf:	0	Fest:	0
		Indx:	0	Fict:	0	Biog:	-
		Lang:	eng	MRec:	-	Src:	-
International Standard Book Nu	020	-	-	‡a	082392601		
Library of Congress Call Numbe	050	0	0	‡a	93046270		
Dewey Decimal Call Number	082	0	0	‡a	362.29 ‡b C		
Main Entry - Personal Name	100	1	-	‡a	<u>Clayton, L. (Lawrence)</u>		
Title Statement	245	1	0	‡a	Barbiturates and Other Depressants / ‡c by L. Clayton		
Edition Statement	250	-	-	‡a	Rev. Ed.		
Publication, Distribution, Etc. (I	260	0	-	‡a	New York : ‡b Rosen Publishing Group, Inc., ‡c c1998		
Physical Description	300	-	-	‡a	64p. : ‡b illus. (Some col.)		
Series Statement	490	0	-	‡a	The drug abuse prevention library		
Subject Added Entry-Topical Te	650	0	7	‡a	<u>Teenagers</u> ‡x <u>Drug use.</u> ‡2 sears		
Subject Added Entry-Topical Te	650	0	1	‡a	<u>Drug abuse.</u>		
Subject Added Entry-Topical Te	650	0	1	‡a	<u>Barbiturates.</u>		

ERRORS FOUND



Status: cc Created: 5/4/2016 1:46:00 PM by: hodar
 Owned by: Unowned Updated: 5/10/2016 10:54:00 AM by: hodar Items: 7
 Field: Leader [Optional]

Leader 000 RecS: n Type: a BLvl: m
 Cntl: _ ELvl: 7 CatF: a
 Link: _
 Fixed-Length Data Elements 008 Date: 160504 DtSt: s Dates: 2008
 Dates: ___ Ctry: xx_ Ills: ___
 Audn: _ Form: _ Cont: ___
 GPub: _ Conf: 0 Fest: 0
 Indx: 0 Fict: 0 Biog: _
 Lang: eng MRec: _ Srce: _

International Standard Book Nu 020 _ _ ‡a 9781416958819
 Dewey Decimal Call Number 082 0 0 ‡a E^Audiobook^Lithgow ‡b C
 Title Statement 245 0 0 ‡a I got two dogs / by John Lithgow, illustrated by Robert Neubecker
 Edition Statement 250 _ _ ‡a 1st edition
 Publication, Distribution, Etc. (l 260 0 ‡a NY: Watershed Records
 Physical Description 300 _ _ ‡a 1 sd cd(2:25 ; digital 4 3/4 in)
 Target Audience Note 521 _ _ ‡a Ages 2-6
 Subject Added Entry-Topical Te 650 _ 0 ‡a Childrens songs, English--United States--Juvenile Fiction ‡x Dogs--Songs and Music--Juvenile Fiction
 Subject Added Entry-Topical Te 650 _ 0 ‡a Songs--Juvenile Fiction

CORRECTED



Status: cc Created: 5/4/2016 1:46:00 PM by: hodar
 Owned by: Unowned Updated: 8/8/2016 3:45:00 PM by: hofcs
 Field: Leader [Optional]

Leader	000		RecS: n	Type: j	BLvl: c
			Cntl: _	ELvl: 7	CatF: a
			Link: _		
Fixed-Length Data Elements	008		Date: 160504	DtSt: s	Dates: 2008
			Dates: _____	Ctry: xx_	Comp: sg
			FMus: d	Audn: _	Form: _
			AccM: _____	LTxt: z_	Lang: eng
			MRec: _	Srce: _	
International Standard Book Nu	020	_ _	‡a 9781416958819		
Dewey Decimal Call Number	082	0 0	‡a [E] ‡b C		
Main Entry - Personal Name	100	1 _	‡a <u>Lithgow, John</u> , ‡d <u>1945-</u>		
Title Statement	245	1 0	‡a I got two dogs [audiobook] / ‡c by John Lithgow		
Edition Statement	250	_ _	‡a 1st edition		
Publication, Distribution, Etc. (I	260	0 _	‡a NY : ‡b Watershed Records, ‡c c2008.		
Physical Description	300	_ _	‡a 1 sd cd : ‡b 2:25; digital : ‡c 4 3/4 in.		
Target Audience Note	521	_ _	‡a Ages 2-6		
Subject Added Entry-Topical Te	650	_ 0	‡a <u>Childrens songs, English</u> ‡x <u>United States</u> ‡x <u>Juvenile Fiction</u> .		
Subject Added Entry-Topical Te	650	_ 0	‡a <u>Dogs</u> ‡x <u>Songs and Music</u> ‡x <u>Juvenile Fiction</u> .		
Subject Added Entry-Topical Te	650	_ 0	‡a <u>Songs</u> ‡x <u>Juvenile Fiction</u> .		

ERRORS FOUND – NO CORRECTIONS MADE BOOK/CARD NOT FOUND

Status: cc	Created: 9/21/2010 1:30:00 PM by: holma		Items: 1
Owned by: Unowned	Updated: by:		
Field: Leader [Optional]			
Leader	000	RecS: n Cntl: _ Link: _	Type: a ELvl: 7
			BLvl: m CatF: a
Fixed-Length Data Elements	008	Date: 100921 Dates: ____ Audn: _ GPub: _ Indx: 0 Lang: eng	DtSt: s Ctry: xx_ Form: _ Conf: 0 Fict: 0 MRec: _
			Dates: 1974 Ills: ____ Cont: ____ Fest: 0 Biog: _ Srce: _
Dewey Decimal Call Number	082 0 0	‡a 029.5 ‡b C	
Main Entry - Corporate Name	110 2 _	‡a <u>Micronesian Reporter</u>	
Title Statement	245 1 0	‡a Index to the Micronesian Reporter: Volumes IV through XXIII covering the period from March, ‡b 1956 to the Third Quarter, 1974.; Combined with an Index to the earlier Micronesian Monthly, Volumes I through III covering the period from November, ‡c 1951 to March 1956.	
Edition Statement	250 _ _	‡a Edited by Helen Callison.	
Publication, Distribution, Etc. (I	260 0	‡a Mariana Islands, Saipan; ‡b Education Dept. Trust Territory of the Pacific Islands, ‡c [1974]	
Physical Description	300	‡a 85p.:	
Formatted Contents Note	505 0 _	‡a Funded by The Library Services & Construction Act, Title III.	
Subject Added Entry-Topical Te	650 _ 0	‡a <u>Micronesia---History--Third Quarter--</u> ‡x 1956 to 1974.	
Subject Added Entry-Topical Te	650 _ 0	‡a <u>Micronesian Monthly --- History--- November to March--</u> ‡x 1951 to 1956.	
Subject Added Entry-Topical Te	650	‡a <u>The Library Services & Construction Act, Title III.</u>	
Added Entry - Personal Name	700 1 0	‡a <u>Callison, Helen</u> , ‡d Edited.	
Added Entry - Personal Name	700 1 0	‡a <u>Peacock, Daniel J.</u> , ‡d Introductory	