# How to add a local extension field to a bibliographic record

Adding a local extension field to a bibliographic record will:

* Make that field only visible to the institution and not other libraries in the consortium.
* Protect that field from being over-written by newly imported records that match the record.

Starting with the record open in the metadata editor, click the menu “Editing Actions” and then select “Add Local Extension.”



A blank field with the local extension “building symbol” will appear near the top of the record:



Fill in the field information:



Save the record. By saving the record, the field will be sorted into its proper place in the record.

Note: Local extension fields generally have a “9” in them. For example: 590, 691, 900.