**Polaris Cataloging**

**Adding a Record from Template**

**Before adding a record from a template, be certain to first check the ODIN Polaris database as well as other sources (such as Worldcat or ODIN Academic libraries) to assure a record doesn’t exist in the Polaris system or in another system in order to copy.**

1. After logging into the client, go to File | New. On the New screen, select Bibliographic Record, Choose from Existing Template, and double-click the template you wish to use. Alternatively, highlight the name of the template and click OK.

 

1. Once the template has been selected, a blank bibliographic record appears on the screen. Fill out the fields needed, and **delete the fields not utilized**. Click the Save icon (or select File | Save or shortcut ctrl + S) to save the record to the system.

\*\*NOTE: Depending on the template selected, the fields may differ. Two examples shown are for a fiction book and a DVD.

* 1. Default – Book (Fiction):

 

* 1. LDR – do not modify
	2. 008 – do not modify
	3. 020 – Enter the ISBN
	4. 100 – Enter the author in format Lastname, Firstname
	5. 245 – Enter the title
	6. 264 – a - Enter the publication place, b – enter the publisher, c – enter the publication date.
	7. 300 – Delete
	8. 336 – do not modify
	9. 337 – do not modify
	10. 338 – do not modify
	11. 490 – Enter the series if applicable or delete

Default – Video Recording (DVD):

 

1. LDR – do not modify
2. 007 – do not modify
3. 008 – do not modify
4. 028 – enter publisher or distribution number if available
5. 040 - Delete
6. 245 – Enter the title
7. 264 – a - Enter the publication place, b – enter the publisher, c – enter the publication date.
8. 300 – Delete
9. 336 – do not modify
10. 337 – do not modify
11. 338 – do not modify
12. 508 - Delete
13. 511 - Delete
14. 520 - Delete
15. Once the record is saved, a control number is assigned. At this point, you are able to add the item record to the bib. Please refer to the ‘add an item’ documentation for that process.

