






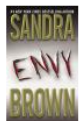

# How to Make the Format Icon (aka TOM) Display Correctly in the PAC

Note: Before making changes to a bibliographic record, **make sure it is the correct record for the material you have**. Do not change a bibliographic record from one format to another. For example, do not change a record for a videocassette to a DVD.

In this example, the bibliographic record is for a Large Print book, but the display in the PAC is for a regular print book.

	100	1					\$aBrown, Sandra,\$d1948-
	245	1	0				\$aEnvy /\$cSandra Brown.
	250						\$a1st Large Print ed.
	260						\$aNew York :\$bWarner Books,\$c2001.
	300						\$a746 pages (large print) ;\$c24 cm.

Here is what it looks like in the PAC with a regular print book icon.


  
  
2001


1. *Envy*  
by *Brown, Sandra*, 1948-


Format: Book  
Call Number: Brown  
Local Availability: 1 (of 1)  
System Availability: 1 (of 1)

Summary: Reclusive writer Parker Evans creates a new novel about the destructive rivalry between friends and its devastating repercussions, but when the husband of Parker's editor recognizes the story as his own, he sets out to silence Parker.

Publisher, Date: New York : Warner Books, 2001.

 AVAILABILITY


 FULL DISPLAY

 PLACE REQUEST

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In [Polaris Documentation](#) there is a [chart](#) that describes the fixed fields necessary to make different format icons appear in the PAC.

Scroll down the chart until you see the format you are looking for. For this example, we need to know what fixed field codes will display the Large Print icon in the PAC.

Type of Material TOM	Icon Displayed in PAC / PAC Preview and Leap Note: In the Leap UI, TOM icons appear in gray.	TOM Code	LDR/06	LDR/07	006	007	008
Large Print - 3 ways to determine		lpt	a, c, d, p, OR t		/00=a, c, d, p, OR t		AND /23=d
		lpt	e, f, g, k OR r		/00=e, f, g, k OR r		AND /29=d
		lpt		b OR s	/00=s		AND /23=d

The chart shows there are three ways to make the Large Print icon appear. The columns at the top show which fixed field and position to place the values.

Working left to right in the chart from Polaris, we can check the Leader position 06 (LDR/06). In Leap, click the **arrow icon** next to the **LDR field** to open the work form.

LDR
^
nam 22 Ia 4500

LEADER - BIBLIOGRAPHIC DATA

Record status (05)
n - New

Type of record (06)
a - Language material

Bibliographic level (07)
m - Monograph/item

Type of control (08)
- No specific type

Character coding scheme (09)
- MARC-8

Encoding level (17)
I - Full-level input by OCLC participants

Descriptive cataloging form (18)
a - AACR 2

Multipart resource record level (19)
- Not specified or not applicable

OK CANCEL

The record has the value “a” in it for language material. The chart above shows “a” in the top row, so we see the next thing to check is the **006 field** of the bibliographic record. In the **00** position, the record needs **a, c, d, p, or t**.

This bibliographic record doesn’t have a 006 field, so that may be why the Large Print icon is not appearing in the PAC.

To add a fixed field to the bibliographic record, click a plus icon next to a fixed field. After you add the field, you can use the up and down arrows to position it correctly in the record.

001	722469	
↑ ↓ 003	OCOLC	+ -
005	20250604101212.0	
↑ 008	> 010905s2001 nyu 000 1 eng d	+

After clicking the **plus sign**, enter **006** for the field and add an “a.” The first part of the field is the **00** position. The “a” indicates the material is a book. After entering the “a” Leap will know what kind of work form to open when you click the arrow.

LDR	>	nam 22 Ia 4500
001	722469	
↑ ↓ 003	OCOLC	+ -
↑ ↓ 006	> a	+ -
005	20250604101212.0	
↑ 008	> 010905s2001 nyu 000 1 eng d	+

You may update the fixed fields in the 006 field or leave it as-is. For the icon, only the “a” is necessary.

The last thing to check is the **008 field, position 23**, to see if it has the value of “d”.

Click on the **arrow** next to the **008 field** to open the work form. This record did not have a “d” for large print in position 23.

↑ **008** ^ 010905s2001 nyu 000 1 eng d +

008--BOOKS (LDR/06 value a with LDR/07 values a, c, d, m and LDR/06 value t)

Entry date (00-05)	010905
Type of date (06)	s - Single known date/probable date ▼
Date 1 (07-10)	2001
Date 2 (11-14)	- None of the following
Place of pub (15-17)	a - Microfilm b - Microfiche c - Microopaque <b>d - Large print</b> f - Braille o - Online q - Direct electronic r - Regular print reproduction s - Electronic   - No attempt to code
Illustrations (18-21)	
Audience (22)	
Form of item (23)	- None of the following ▼
Nature of contents (24-27)	- No specified nature of contents 2 - Offprints 5 - Calendars

Select **d – Large print** from the drop-down. Then click the **OK** button at the bottom to save your selection and close the form.

Language (35-37)	eng - English ▼
Modified record (38)	- Not modified ▼
Cataloging source (39)	d - Other ▼

**OK** **CANCEL**

**Save** the record. From the **Links** menu at the top of the bibliographic record, select **PAC**.

# Bibliographic Record

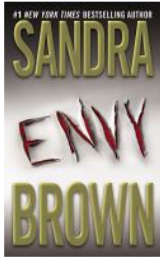
SAVE

ACTIONS ▾

LINKS ▾

↺

CLOSE



## Envy

By Brown, Sandra, 1948-

Control number:

722469

Owner:

ODIN Search (sys) ▾

Record status:

Final

☒ Display in PAC
 ☐ Host
 ☐ ILL

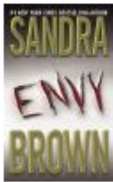
⋮

Holds Queue

🔗

PAC

This is a quick way to view the updated record in the PAC and verify the Icon has been updated.



LP

2001

1. Envy

by Brown, Sandra, 1948-

Format: Large Print

Call Number: Brown

Local Availability: 1 (of 1)

System Availability: 1 (of 1)

Summary: Reclusive writer Parker Evans creates a new novel about the destructive rivalry between friends

✓

AVAILABILITY

⋮

FULL DISPLAY

➔

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