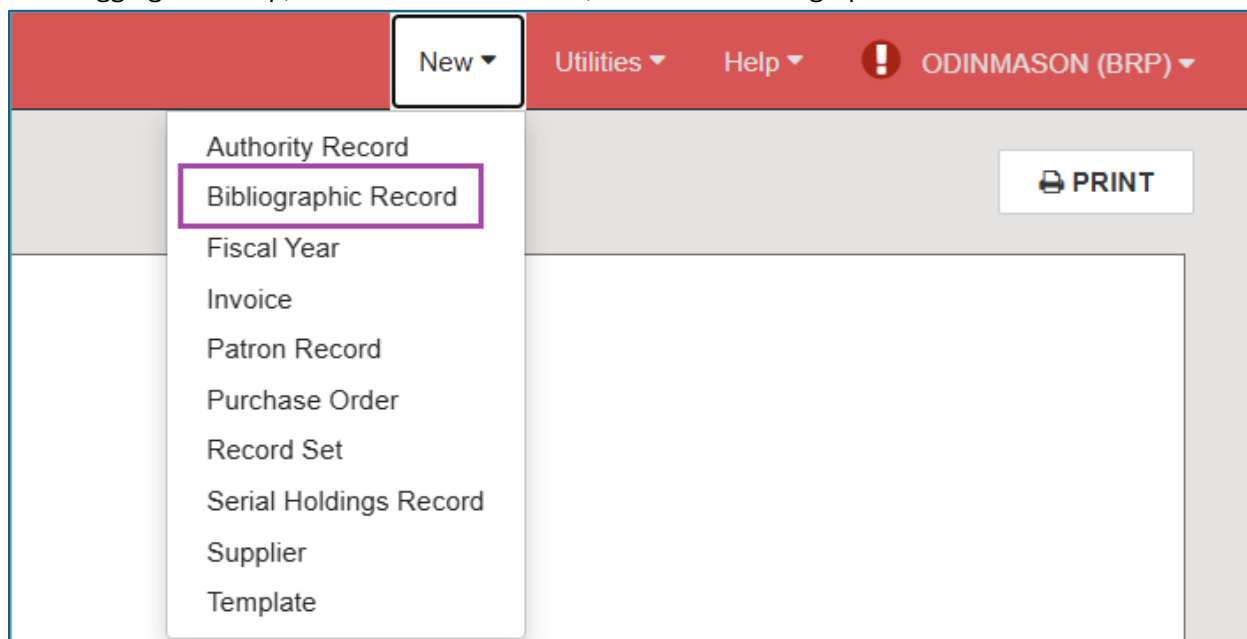


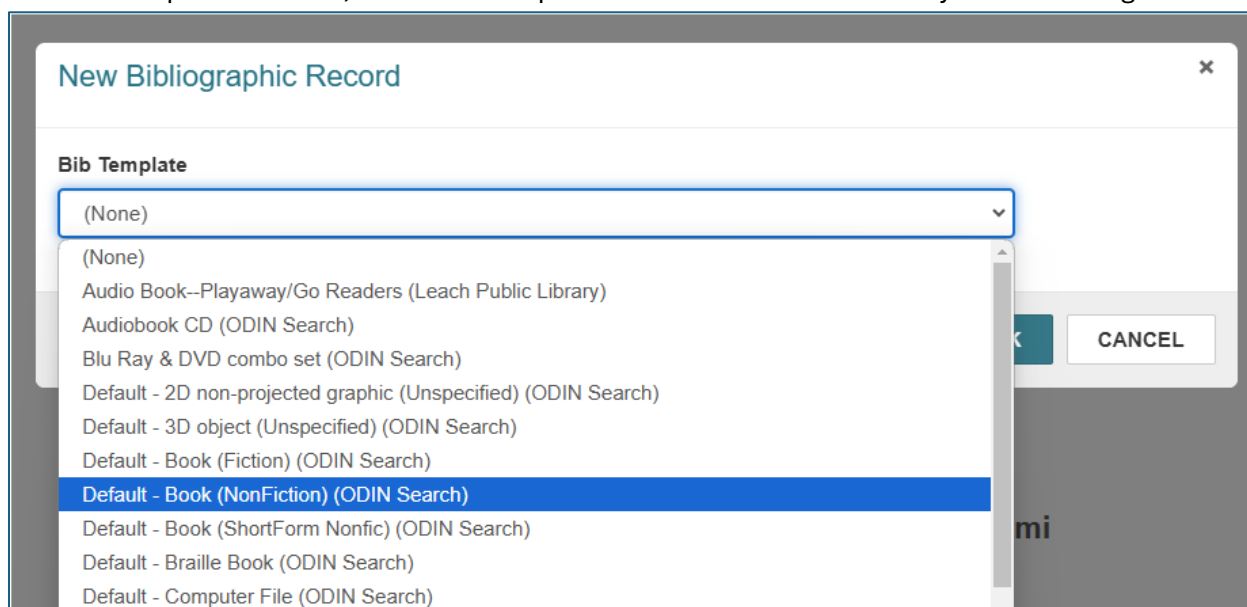
Leap – Creating a new bibliographic record from a template

Make sure to check the ODIN Polaris database and OCLC WorldCat before adding a record from a template. If there is already a record that is the one you should use. See the instructions [Leap: Adding Items](#), and [Leap Copy Cataloging: Adding Records from Another Source](#).

- 1) After logging into Leap, click on the New menu, and select Bibliographic Record.



- 2) From the drop-down menu, select the template that matches the material you are working on.



- 3) Select the template and click OK. It will open in the MARC editor in Leap.

The screenshot shows the Polaris MARC editor interface. At the top, there's a navigation bar with 'polaris', a search bar, and a 'FIND TOOL' button. Below this, there are buttons for 'CHECK IN' and 'NEW PATRON', and a 'PRINT' button. The main section is titled 'New Bibliographic Record 1' and contains fields for 'Control number:', 'Owner:' (with a dropdown menu showing 'ODIN Search (sys)'), and 'Record status:'. There are checkboxes for 'Display in PAC', 'Host', and 'ILL'. Below this, there's a 'MARC' tab and a list of MARC fields. The first field is 'LDR' with a value of 'nam 22 5a 4500'. Below it are several other fields, including '008' with a value of '250103s|||||nyu 000 0 eng d'. The fields are listed with their indicators and subfield delimiters.

- 4) Use the “i” icon to see what information goes into each field. The help appears in yellow under the field. Click the close button to close the help.

The screenshot shows a help window for field 100. The window is titled '100 1' and contains a list of indicators and their meanings: (0) Forename, (1) Surname, (3) Family name. It also lists various subfield delimiters and their meanings: (\$a) Personal name, (\$b) Numeration, (\$c) Titles and other words associated with a name, (\$d) Dates associated with a name, (\$e) Relator term, (\$f) Date of a work, (\$g) Miscellaneous information, (\$h) Attribution qualifier, (\$i) Language of a work, (\$j) Number of part/section of a work, (\$k) Name of part/section of a work, (\$l) Fuller form of name, (\$m) Title of a work, (\$n) Affiliation, (\$o) Authority record control number or standard number, (\$p) Real World Object URI, (\$q) Source of heading or term, (\$r) Relationship, (\$s) Linkage, (\$t) Data provenance, (\$u) Field link and sequence number. At the bottom, there is a 'CLOSE' button and a keyboard shortcut 'CTRL+Q - Insert subfield delimiter (\$)'. The help text is displayed in a yellow box.

- 5) To enter text into the field, click into the field and begin typing.

The screenshot shows a field in the MARC editor with the text 'Italian grammar drills / Paola Nanni-Tate' entered. The field is labeled '245 1 0' and has a green indicator 'a' followed by the text. The field is highlighted with a blue border, and the text is entered in a standard font.

- 6) To add a field, click the “plus” icon and a new field will appear below. To delete a field, click the “minus” icon.

The screenshot shows a field in the MARC editor with the text 'Italian grammar drills / Paola Nanni-Tate' entered. The field is labeled '245 1 0' and has a green indicator 'a' followed by the text. The field is highlighted with a blue border, and the text is entered in a standard font. A purple box highlights the plus icon at the end of the field, indicating how to add a new field.

- 7) When you have finished adding information to the record, delete any fields you are not using. *Keep the 901 Brief bib note in the record.

8) Save the record to the Polaris database.

New Bibliographic Record 1

SAVE

CLOSE

Control number:

Owner:

Record status:

ODIN Search (sys)

☒ Display in PAC

☐ Host

☐ ILL

MARC

LDR

>

nam 22 5a 4500

008

>

250103s|||||nyu 000 0 eng d

+

020

1

0

9780071789677

+

-

245

1

0

Italian grammar drills / Paola Nanni-Tate

+

-

9) Once the record is saved it has a control number and a record status of Final.

Bibliographic Record ⓘ

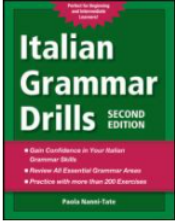
SAVE

ACTIONS ▾

LINKS ▾

↺

CLOSE



Italian grammar drills

Control number:

Owner:

Record status:

1333206

ODIN Search (sys)

☒ Display in PAC

☐ Host

☐ ILL

Preview Items MARC Headings Statistics Record Sets Resources Outreach Patrons

LDR

>

nam 22 5a 4500

001

1333206

005

20250103162000.0

008

>

250103s|||||nyu 000 0 eng d

+

020

1

0

9780071789677

+

-

245

1

0

Italian grammar drills / Paola Nanni-Tate

+

-

10) Now you can add an item record to it according to the instructions [Leap: Adding Items](#).