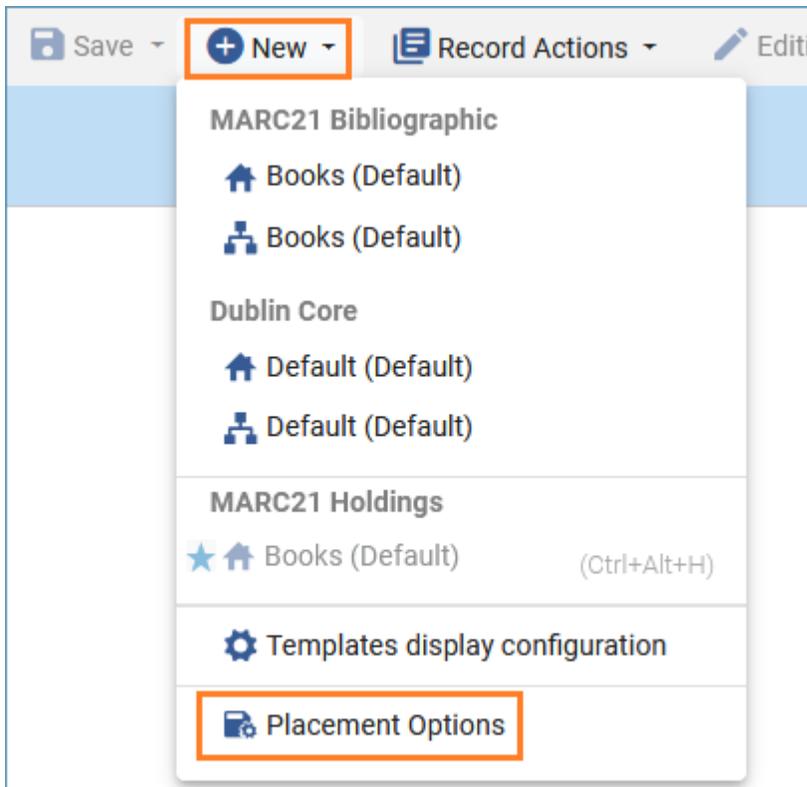
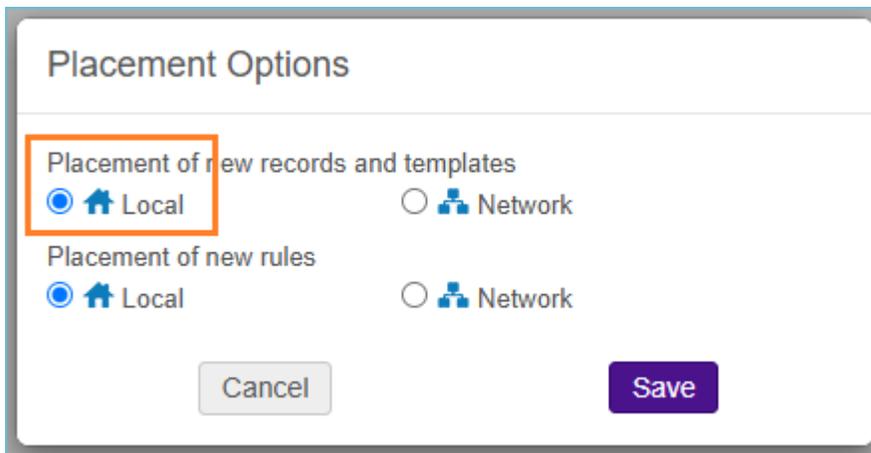


How to Create Brief Bibliographic Records in the Metadata Editor

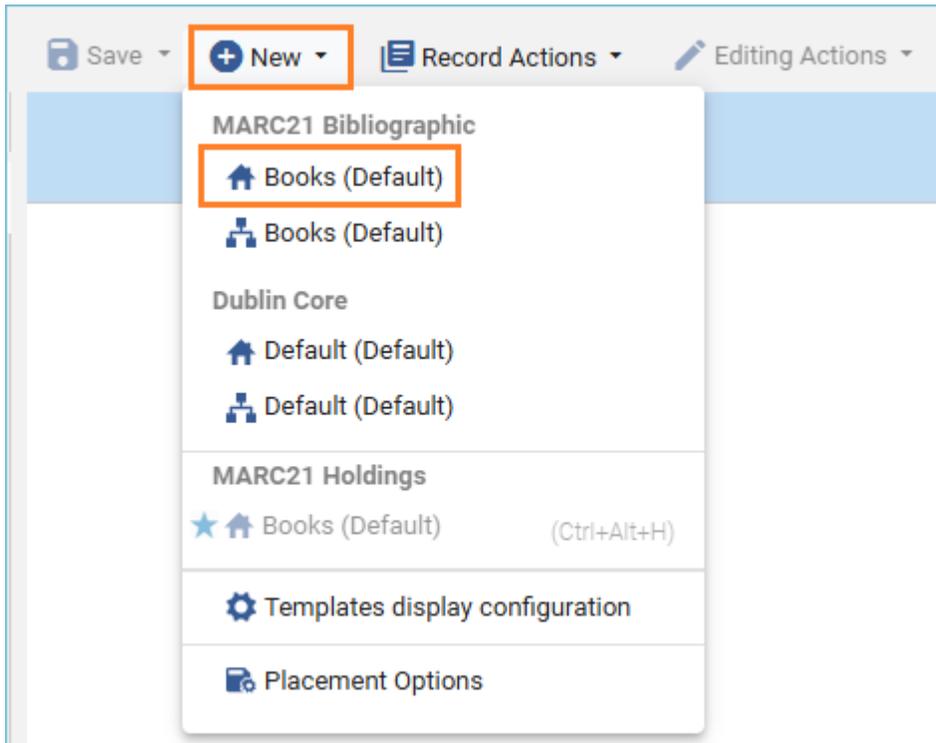
In the metadata editor make sure you are saving your records locally. Select the New menu and select Placement Options.



Select Local for the Placement of new records and templates. Click Save. (Remember to change this back to Network before cataloging regular library items.)



On the New menu, under MARC21 Bibliographic, click on Books (Default).

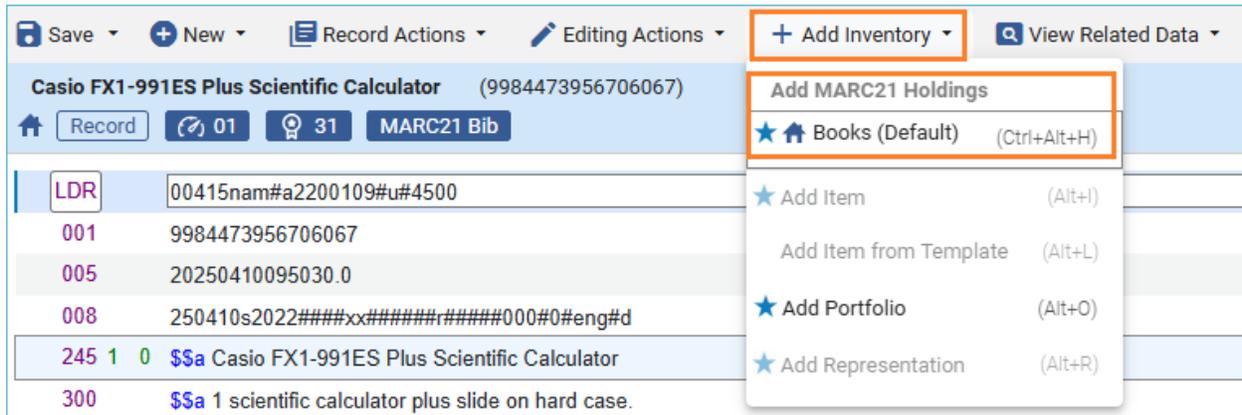


Fill in the information you want in your bibliographic record.

LDR	#####nam#a22#####u#4500
008	#####s2021#####xx#####r#####000#0#eng#d
020	SSa
035	SSa (OCoLC)
040	SSa
041 0	SSa
050 0 0	SSa
100 1	SSa SSb SSb SSd
240 1 0	SSa
245 1 0	SSa Calculator SSb SSb SSH
246 1 1	SSa SSb
250	SSa SSb
260	SSa SSb SSb
300	SSa
490 0	SSa SSv
500	SSa Calculators can be checked out for two hours.
500	SSa Stored in circulation desk drawer.

Click Save to save the record.

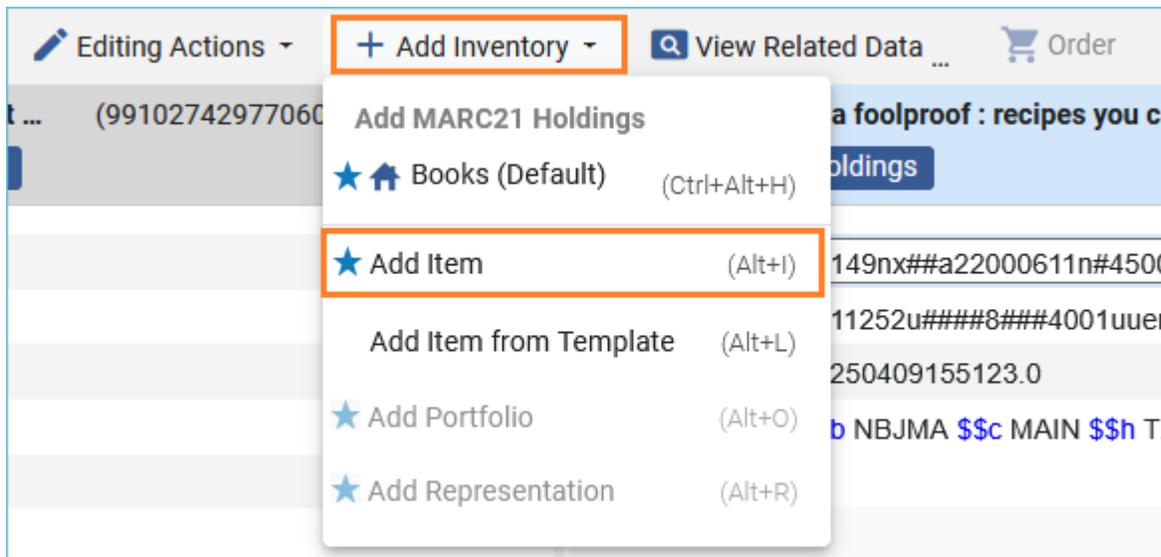
Click the +Add Inventory menu, and under Add MARC21 Holdings select Books (Default).



The screenshot shows the top navigation bar with 'Save', 'New', 'Record Actions', 'Editing Actions', '+ Add Inventory', and 'View Related Data'. Below this, the record title 'Casio FX1-991ES Plus Scientific Calculator (9984473956706067)' is displayed. A dropdown menu for '+ Add Inventory' is open, showing 'Add MARC21 Holdings' with a sub-menu containing 'Books (Default) (Ctrl+Alt+H)', 'Add Item (Alt+I)', 'Add Item from Template (Alt+L)', 'Add Portfolio (Alt+O)', and 'Add Representation (Alt+R)'. The 'Books (Default)' option is highlighted with an orange box. The background shows a table with MARC21 fields: LDR, 001, 005, 008, 245, and 300.

If you are using a non-standard call number scheme, make sure the first indicator is 8 in the 852 field. Click CTRL-F to open the form editor and use the drop-down menus to fill in the subfields for the 852 field. Click Save.

Click the +Add Inventory menu and select Add Item.



The screenshot shows the top navigation bar with 'Editing Actions', '+ Add Inventory', 'View Related Data', and 'Order'. A dropdown menu for '+ Add Inventory' is open, showing 'Add MARC21 Holdings' with a sub-menu containing 'Books (Default) (Ctrl+Alt+H)', 'Add Item (Alt+I)', 'Add Item from Template (Alt+L)', 'Add Portfolio (Alt+O)', and 'Add Representation (Alt+R)'. The 'Add Item' option is highlighted with an orange box. The background shows a table with MARC21 fields: 149, 112, 250, and a partial 245 field.

Fill in the item record form and save the record.

General Information

Barcode	lrj-00229985	Generate	Copy ID	01
Material type	Calculator		Item policy	2 Hour Circ (in bldg)
Provenance			Is magnetic	
PO Line			Issue date	
Receiving date			Expected receiving date	
Enumeration A			Enumeration B	
Chronology I			Chronology J	
Description	Calculator 1	Generate	Pieces	
Pages			Receiving operator	
Replacement cost	25.00			
Physical condition				
Process type				

If you have more item records to add to this holdings record, click +Add Item at the top of the Items list.

1 - 2 of 2 Barcode Search Sort routine 0 rows selected Manage Selected **+ Add Item** + Add Item from Template Share Refresh

Status: All Year: All Volume: All Description: All Receive Date: All

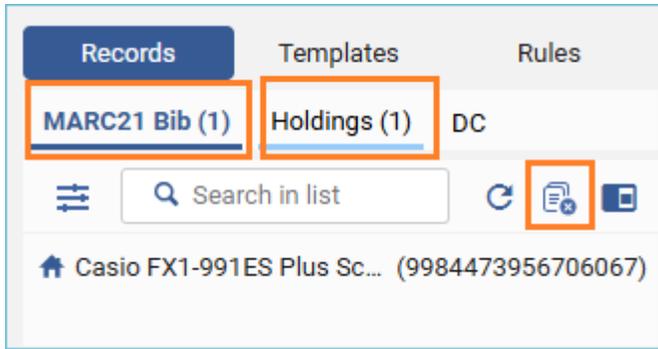
Library	Barcode	Location	Year	Volume	Description	Temporary Location	Status	Receiving date
<input type="checkbox"/> Bismarck State College Library	33103000045454545	Main Collection	-	-	Calculator 1	No	Item in place	-
<input type="checkbox"/> Bismarck State College Library	331030000585858	Main Collection	-	-	Calculator 2	No	Item in place	-

Change the description and copy numbers to indicate this item record is different from the previous one, click Save.

General Information

Barcode	lrj-00229986	Generate	Copy ID	02
Material type	Calculator		Item policy	2 Hour Circ (in bldg)
Provenance			Is magnetic	
PO Line			Issue date	
Receiving date			Expected receiving date	
Enumeration A			Enumeration B	
Chronology I			Chronology J	
Description	Calculator 2	Generate	Pieces	
Pages			Receiving operator	
Replacement cost	25.00			

In the metadata editor release all records from the MARC21 Bib tab and the Holdings tab.



Here's how the new record looks in Alma:

