

ADDING BRIEF MARC RECORDS

I. When to add a brief MARC record:

- A. You have completed at least 2 different accurate searches for your item, using the search instructions in section II, but can't find an exact match.
 1. The **first** search must always be the **ISBN**, if available, or **ISSN** (for periodicals) or **UPC** (for movies).
 2. The **title** is the recommended **second** search.
 3. Either the **number** OR the **format, publisher, and description** must all match **exactly** before adding your item.
- B. You know what the call number will be.
 1. Fiction titles will follow your regular call number format.
 2. Some nonfiction call numbers can be found in the CIP (Cataloging in Publication) information, usually located on the verso of the title page.

II. Finding basic bibliographic information: author, title, publisher, date, etc.

- A. For **books**: use the title page and the verso (back) of the title page. Do not use the cover for title information.
- B. For **audio-books** and **music CDs**: use the printed side of the disc.
- C. For **Blu-ray** discs and **DVDs**: use the printed side of the disc.
- D. For **periodicals**: use the masthead page; the ISSN might also be in fine print in the first or last pages.

III. Searching for an existing matching record.

- A. Click on the **Cataloging** tab at the top of the Sirsi screen.
- B. Click **Call number and item maintenance** at the top left of the screen.
- C. Set index to **General**. *This is crucial to avoiding adding a duplicate to an existing MARC record!*
- D. For **books** or **audio-books**, scan or type ISBN into search box.
 1. If correct record displays, add a call number for your library to that record.
 - a. Please add large print books *only* to large print records.
 - b. Please add CD and MP3 audio-books *only* to their matching records.
- E. For **periodicals**, search by ISSN (format: NNNN-NNNN)
 1. It may take some searching to locate in the item; it is often very fine print in magazines.
 2. If correct record displays, add a call number for your library to that record.
- F. For **DVD, Blu-Ray** or **music CDs**:
 1. Search by ISBN, if one is available, or
 2. Scan or type UPC code.
 3. If either returns a corresponding title, add a call number for your library to that record.
 - a. Please be sure that you add only DVDs to a DVD record, and Blu-Ray discs to a Blu-Ray record.
- G. *If multiple records display for any search, please let Chris know ASAP!*
- H. If no corresponding record displays, click Titles tab at left of screen.
- I. Click Add title, and proceed to section IV.

IV. Adding a title to the database

- A. Under the **Control** tab, type a lower-case "i", followed by the ISBN (ex. i9781587672361). This will allow a full MARC record to overlay your brief record. (This won't work for UPCs.)

- B. Click the Bibliographic tab,
 1. Type **publication year** into the header at the Date1 field (ex. "2013")
 2. Type **ISBN** into the **020** field in the body of the record, without any spaces between digits.
 - a. For a **periodical**, type the **ISSN** into an **022** field.
 - b. For a **videodisc**, scan UPC code into an **024** field.
 3. Type **author's name** (last name, first name) into the **100** field.
 4. Type **title** into the **245** field.
 5. *The following fields are absolutely needed to locate a matching MARC record:*
 - a. 020 or 022 or 024
 - b. Author (if available)
 - c. Title
 6. Type the **publisher** and **date** into a **260** field, and the **number of pages/discs** into a 300 field if the ISBN, ISSN, or UPC are missing. *It may not be possible to locate a matching MARC record without this information.*
 7. Other fields you *may* want to use, but are not necessary for a brief MARC, are:
 - a. 250: edition information (3rd ed., large print ed., etc.)
 - b. 260: location :|**b**publisher,|**c**date.
 - i. **Note:** the **date** needed is the *most recent* on the title page or its verso, *not* the original publication date.
 - c. 300: number of pages or discs.
 - d. 490: series title ;|**v**series number.
 - e. 500: note
 - f. 650: general subject
 - g. 700: joint author, editor, or illustrator (last name, first name)
 - h. 740: alternate title
 8. Delete unused fields by highlighting them and clicking red "X" icon at top of screen.
- C. Click Call number/item tab at top of screen.
 1. Enter item record information (item type, home location, Item cat1 & 2, price, etc.)
 - a. Adding call numbers for periodicals requires special training. Contact Chris for more info.
 2. Make sure Class scheme is set to **Dewey**.
 3. Add call number at screen prompt.
 4. Scan bar code number into Item ID field last to save record.
 5. Your item record has been added.

V. Next steps

- A. The processing department staff will run regular reports to locate your brief MARC records.
- B. For single-author fiction items, you need do nothing more; your brief-MARC items will be cataloged, in the order they were added.
- C. For nonfiction, multiple-author fiction, adding your items to an "I-can't-find" sheet will provide you with Dewey call numbers and get them cataloged sooner.
- D. For movies, please make copies of the case insert before adding any labels, add your library's name to each page, and send via delivery envelope to Chris.