

COPYING A FIELD (CATALOGING)

If you wish to add multiple fields to a Bibliographic record with the same information (like an 852 field), follow these steps:

1) Open Cataloging.



M3

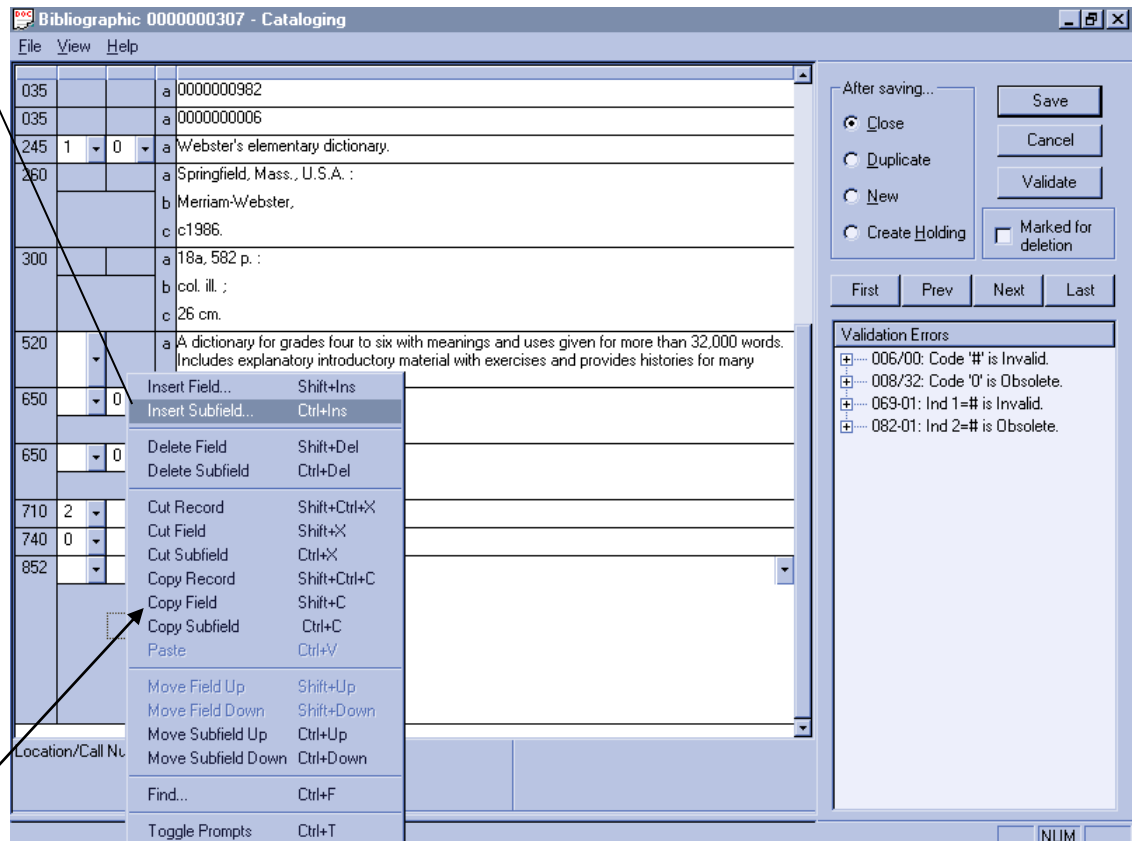
Cataloging

2) Do a search (Edit...Search or Ctrl+S) for the record(s) you wish to modify.

3) Double click the record to open it.

4) If necessary, add subfields to the field you want to modify by clicking your right mouse button in the gray area of that field and choosing “insert subfield.” Continue to do this until you have all the fields you want.

Fill the fields in with any information that is common to all the records (e.g., a price that is the same for all holdings, call number, etc.). Do NOT fill in anything that is unique to each holding, such as a barcode.



5) Right click in the gray area again and choose “Copy Field.”

6) Right click once more and choose “Paste 852” (or whatever field # matches the one you are copying.) You can also use Ctrl+V on the keyboard to paste the fields.

Repeat as many times as necessary.

