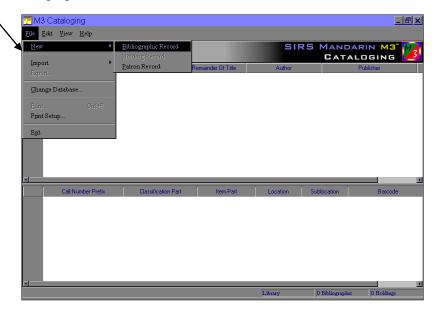
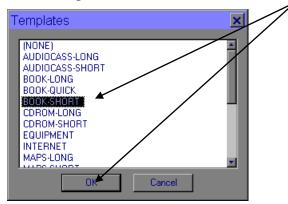
## **Creating a New Bibliographic Record**

1. From the File Menu, choose New...Bibliographic Record.



2. A list of templates will come up. Choose the template you wish to use for the item you are cataloging. Double click the template name or select it and click OK.



3. An empty bibliographic record will appear. Type the information in the appropriate fields in the WHITE section of the box. (You cannot type anywhere it appears gray.)

	📴 Bibliographic - Cataloging		
	<u>F</u> ile <u>V</u> iew <u>H</u> elp		
You do not need to type anything into these fields. They are system-generated.	LDR nam 2 001 003 005 20000817134247.0 008 000817134247.0 008 00081713 xx 000 0 eng d	After saving Save Close Duplicate New Create Holding Marked for	The fields use MARC field tag numbers. If you wish to use natural language prompts instead of the tag
To insert or delete fields or subfields, right click in the gray area and select the action you wish to perform from the list.	010     a       020     bit fut       bit fut     bit fut	Create Holding deletion  First Prev Next Last  Validation Errors No validation has been performed.	numbers, right click in the gray area and choose Toggle Prompts or click in the gray area and press Ctrl+T. You will always see prompts for each field in the bottom area of the window.
	Example: 0838933467 isbn: enter a ten-digit number (last digit may be X) followed by an optional		Page 1 of 2 S. Tanner

4. After you have filled in all your bibliographic information, it is time to create a holding record. This is where the barcode information resides. Be sure that "Create Holding" is selected and click Save.

LDR 001	nam 2	After saving
003	20000817134347.0	C <u>Close</u> C <u>D</u> uplicate Validate
008	000817s xx 000 0 eng d	New      Create <u>H</u> olding     Marked for     deletion
040	c \$ a Your Holding Symbol	First Prev Next Last
100 1 -	c Your Holding Symbol a d	No validation has been performed.
245 1 - 0	v a b c	
250 Length Lengt	a ed. dard Book Number: International Standard Book Number	

🗒 Holding - C	Cataloging	_ 🗆 ×
<u>F</u> ile <u>V</u> iew <u>H</u> elp	3	
LDR 001 003 005 008 000 000 000 000 000 000 000 000	nam 2 0000004987 20000617141434.0 000817s xx 000.0 eng d a a 123456789:	Save Cancel Alter saving © Liose © Duplicate © New Bib © New Holding
991 Leader	h 339.2 i TAN k p a Collection	Marked for eleiton First Last

5. A template for the holding record will come up. You should only need to fill in the barcode (852#p) and change the group information (if the item belongs to a group other than the general collection, like reference, video, etc.) When you are finished, click Save.