

Cataloging Committee Bulletin 06162010

Wednesday June 16, 2010

Changing the icon on a record.

If icon is wrong you need to go into the “Fixed Field” to change it.

Begin with the “Search Catalog” tab. Find the correct record that needs to be changed.

When this record is shown on the screen click on the “Actions for this record” button (upper right hand of screen, above the record). At the drop down menu choose “Marc Edit”.

Under “Fixed fields” there are several headings. “Type” is the one that shows if an item is a book, movie or audio book. “Form” is used if the book is Large Print.

Change the letter to the correct letter and save the record.

Videos are g

Books are a

Audio books are i

Under “Form” large print materials are d

For more information:

The power point from the cataloging class has some helpful resources on fixed fields. Also, the Easy Marc book

CATALOGING GROUP

Anyone interested in joining the Yahoo! Cataloging group can e-mail Stephanie @ admin@lakecitieslibrary.org.

CATALOGING HELP

Do not send cataloging questions to the NTLC listserv.

Send any questions about cataloging to NTLC-Cataloging@yahoogroups.com.

Cataloging Committee would like to remind **all members** that if you have a cataloger that needs **help or training we will accommodate**.