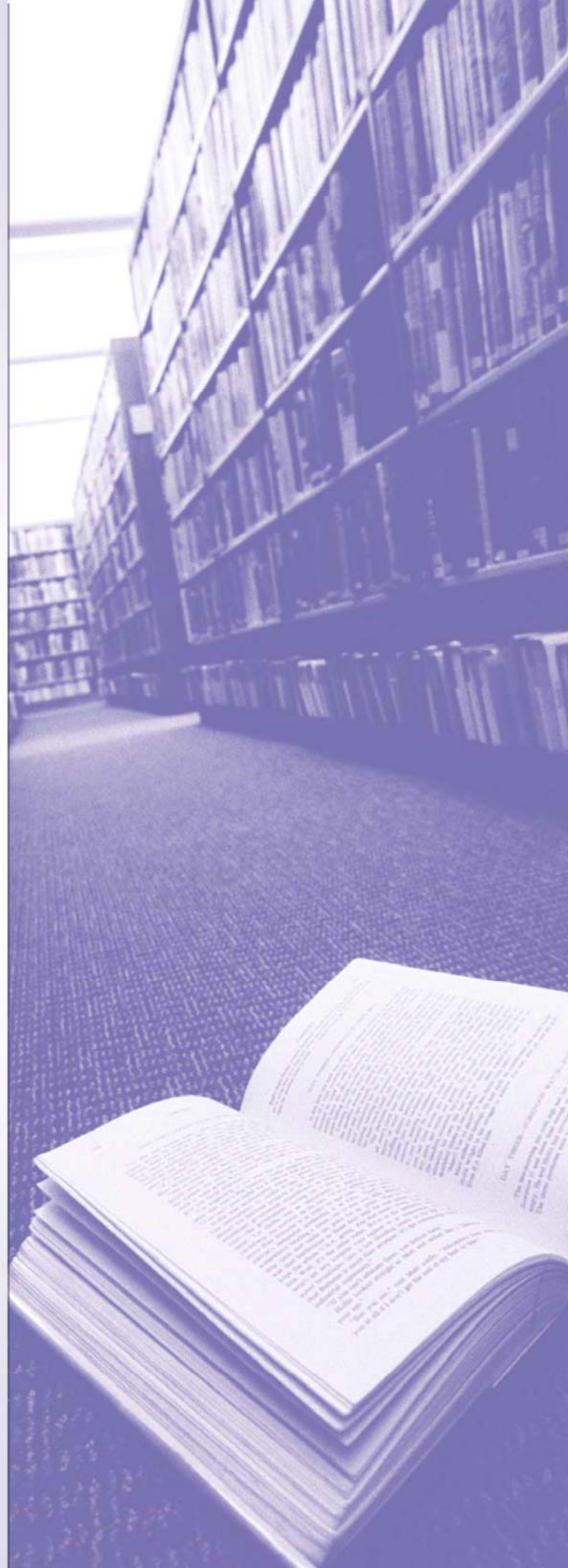


# Cataloging Basics

MARC Magician  
Professional

Tutorial 1



# The Blank Slate – Cataloging Basics

Today's librarians get records from a variety of sources, including MARC on Demand, vendor disks, union catalogs, and the Internet. But there will always be some materials for which no records are available.

Imagine you find a grimy old box outside your office door one morning. Gingerly, you open it. It's full of books – weird and wonderful books you've never heard of before. One catches your eye, a book of poetry titled *The Wee Book of Muskrats*, by Amanda Reckonwith. The book was published in 1931 by the now defunct Pennypouch Press in Little Rock, Arkansas.

In this tutorial, you will rescue this little book from eternal obscurity by adding it to your catalog.


## In this tutorial you will learn how to:

- Create new records.
- Enter cataloging information in fields and subfields.
- Type special characters.
- Enter holdings information.
- Save records.

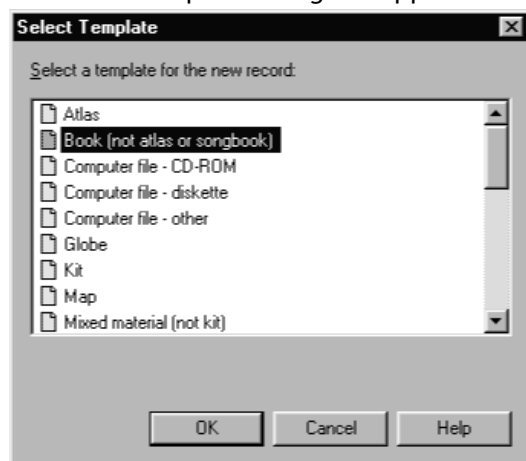
## Creating new records

In this exercise you learn how to create new MARC records for original cataloging. Every record in MARC Magician is based on a template that corresponds to the type of material (book, videocassette, etc.). The template guides you as you catalog, because it contains the fields and subfields you are most likely to use for each type of material. MARC Magician comes with standard templates that cover the different kinds of materials you catalog.

### Create a new record for a book

1. Click the New Record button  on the toolbar.

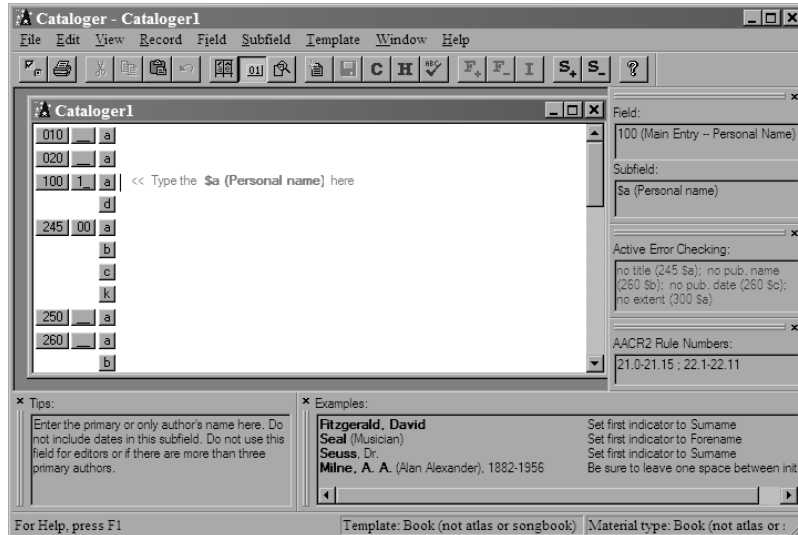
The Select Template dialog box appears:



For books, deciding on a template is easy. There is only one standard template for regular books (that is, all books except atlases and songbooks).

2. Click **Book (not atlas or songbook)**, and then click **OK**.

The Cataloger opens, displaying a blank record:





The buttons with the numbers and letters on the left side of the window are the MARC field tags and subfield codes. The blinking vertical line that appears next to 100 a is the insertion point. The insertion point shows you where the characters you type will appear on the screen. Next to that, you see the cataloging prompt, which tells you what information belongs in the current subfield.

Now take a look at the **Tips** and **Examples** panels. They can help you if you are unsure about the purpose of a subfield or the correct form of entry. The information changes every time you move to a different subfield.

## Maximize the Cataloger and the record window

You may find it helpful to maximize the record window so that you can see more of the record on your screen. You can also maximize the Cataloger window itself so that it fills your whole screen.

1. Click the Maximize button  in the top right corner of the Cataloger.

2. Click the Maximize button  in the top right corner of the Record Window.

## Move to some different subfields

Try moving the insertion point to some different subfields. There are several ways to move from one subfield to another. You can:

- Press **Enter** or **Tab** to move down one subfield.
- Use the arrow keys to move up and down.

Notice that the cataloging prompt changes as you move from one subfield to the next, as does the text in the information panels.

## Entering descriptive information

Now that you've opened a template for a new record, the next step is to fill in the blank fields and subfields with information describing the book.

### Enter main entry information

The first piece of information you add to the record is the main entry. The main entry is the primary entry by which an item is represented in a catalog. Each record should have exactly one main entry – no more, no less.

For books authored by a person, the main entry is the author's name. The main entry goes in 100 (Main Entry: Personal Name), the first field in this record.

1. Move the insertion point to subfield 100 a.
2. Type Reckonwith, Amanda and then press **Enter** to move to the next subfield.

The cataloging prompt will disappear as soon as you begin to type.

Subfield d is for the author's birth and death dates. This information is used to distinguish two or more authors of the same name. Assuming you have only one Amanda Reckonwith in your catalog, you can skip this subfield. (You don't have the dates for Amanda Reckonwith anyway.)

3. Press **Enter** to skip subfield d and move on to the next field.

### Enter title information

The 245 (Title Statement) field is where you enter the title proper, other title information, and the statement of responsibility. Most books, our example included, have this information on the title page.

1. In subfield a, type **The wee book of muskrats** and then press **Enter**.

Note the capitalization – only the first word and proper names in titles should be capitalized.

Subfield b is for other title information such as a subtitle or parallel title. No subtitle appears on the title page, so you'll skip this subfield.

2. Press **Enter** to move to subfield c.

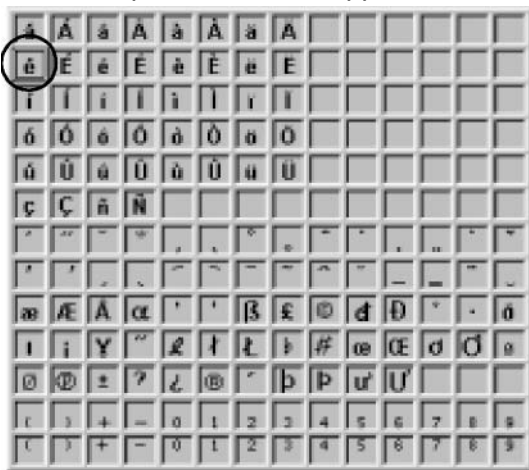
Subfield c is for the statement(s) of responsibility. The title page of our book shows two: Amanda Reckonwith, the author, and James DuPré, the illustrator.

3. Type **by Amanda Reckonwith ; illustrations by James DuPré**

Hey, wait a minute! There's no é on the keyboard. So how do you type that character?

- Click the Special Characters button  on the toolbar.

A table of special characters appears:



- Click the character you want to insert.  
The character is inserted into the record.
- Press **Enter** to move to the next subfield.

### Note:

Notice the gray punctuation marks following your entries. This is International Standard Bibliographic Description (ISBD) punctuation. MARC Magician automatically adds the correct ISBD punctuation (., /: +) as needed.

### Enter edition information

The 250 (Edition Statement) field is for the edition information that appears on the title page.

In subfield a, type **2nd ed.** and press **Enter**.

### Enter publisher information (imprint)

The 260 (Publication, Distribution, Etc.) field is for information about the publisher and the date of publication.

- In subfield a, type **Little Rock, Ark.** and press **Enter**.  
Don't forget to type the period after the state abbreviation!
- In subfield b, type **Pennypouch Press** and press **Enter**.
- In subfield c, type **1931** and press **Enter**.

## Enter the physical description

The 300 (Physical Description) field is for the physical description of the item.

The first subfield in this field is for the extent. For books, that means the number of pages.

1. In subfield a, type **75 p.** and press **Enter**.

Subfield b is for other physical details.

2. In subfield b, type **ill.** and press **Enter**.

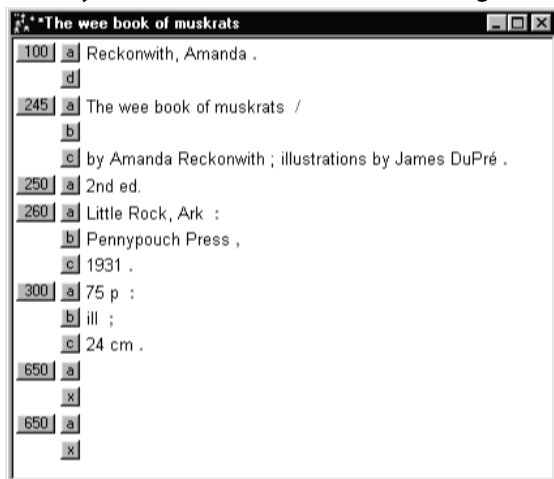
Subfield c is for the dimensions of the book.

3. In subfield c, type **24 cm.** and press **Enter**.

### Tip:

Remember to look at the Tips and Examples panels for guidance in the correct style, capitalization, and punctuation.

So far, your record should look something like this:



## Entering subject headings

Now that you've completed the descriptive part of the record, it's time to create some subject headings for the record.

Because many library patrons search for material according to subjects, subject headings are among the most important parts of a MARC record.

As you can see on your screen, the template includes a number of 650 (Subject Added Entry - Topical Term) fields. A topical subject heading is just that: topical. In other words, this is the place for general terms that describe what the book is *about*.

So what is this book about? It's a book of poetry about muskrats.

1. Subfield a is for a topical term. Type **Muskrats** and press **Enter**.

The next subfield is x (General subdivision). For this heading, a general subdivision is not needed, but suppose you want to enter a subdivision for the genre of the book – namely, poetry. Technically speaking, this information belongs in the v (Form subdivision) subfield. For now, you'll deliberately enter the genre in the wrong subfield. You'll fix this in the next tutorial.

2. In 650 x, type **Poetry**.


## Entering holdings data

In this exercise you will learn how and where to enter holdings data for your records. Holdings data includes copy information and other information needed for local processing and maintenance of library materials. Some examples are bar code, call number, location, and price.

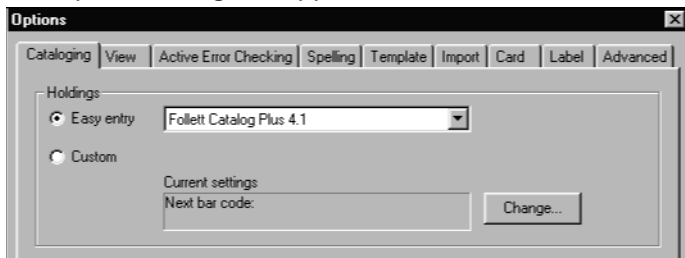
When MARC Magician was installed, part of the initial program setup involved choosing a holdings type. This setting ensures that the holdings data you enter using MARC Magician will be compatible with your library automation system and consistent with the existing records in your catalog.

### Check your holdings type

Before you enter holdings information, you need to know whether the holdings type in MARC Magician is set to easy entry or custom.

1. Click the Options button  on the toolbar.

The Options dialog box appears:



Under Holdings, either Easy Entry or Custom will be selected.

If Easy entry is selected, you see an additional setting that shows:

- your library automation system,
- 852 with 1 part call number, or
- 852 with 4 part call number.


If Custom is selected, the MARC fields and subfields to be used for holdings are displayed under **Current settings**.

2. Make a note of your holdings settings and click **OK** to close the Options dialog box.

Next you will learn the right way to enter holdings data for your holdings

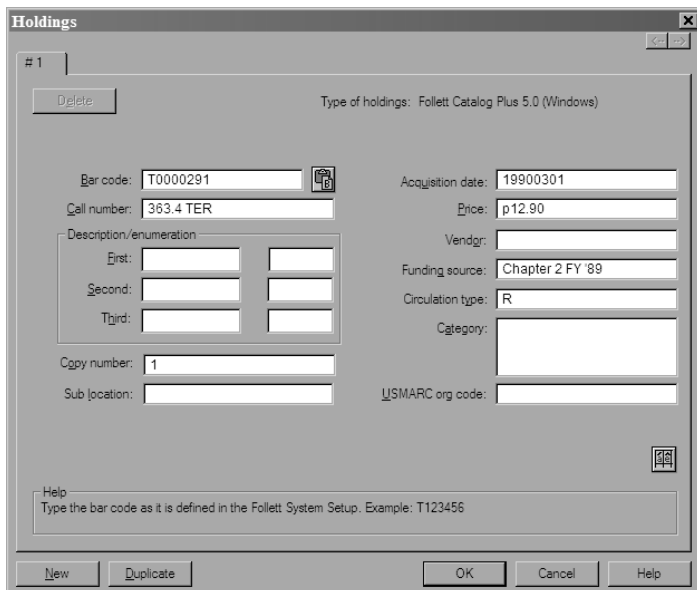
## If you use Easy Entry holdings

If you use Easy Entry holdings, you enter holdings information in a special dialog box that contains the same holdings fields as your library automation system.

1. Click the Holdings button  on the toolbar.

The Holdings dialog box appears.

The following figure shows the Holdings dialog box for one of the library automation systems. If you use a different system, the dialog box you see on your screen will look slightly different, but the basic idea is the same.



You will see different fields in the Holdings dialog box on your screen, depending on which holdings type you have selected.

Just like the record window, this dialog box has a blinking insertion point that shows you where the characters you type will appear. You can move the insertion point from one field to the next by using your mouse or the **Tab** key on your keyboard.

### Note:

You cannot use the Enter key to move from one field to another in the Holdings dialog box. Pressing **Enter** is the equivalent of clicking **OK** – it closes the dialog box and accepts any changes you have made.

2. Try moving the insertion point to some different fields.

Notice that the help text at the bottom of the dialog box changes as you move from one field to the next.

You can practice entering holdings information here if you like.

Before you move on, here's a brief explanation of the buttons at the bottom of the dialog box:

You can use the New and Duplicate buttons to add holdings information for another copy of the book. Each time you add a copy, a new tab is added to the dialog box. The tabs are labeled #1, #2, etc. You can switch to a different tab by clicking it with your mouse. If you click New, all the fields on the tab will be blank. If you click Duplicate, the new tab will be filled in with the same information as the current tab, except the bar code. You can enter holdings information for up to 99 copies.

As in all dialog boxes in the program, OK saves your entries and closes the dialog box, Cancel closes the dialog box without saving any changes, and Help displays a help topic about the dialog box.

3. Click **OK** to close the dialog box and save your changes.

You can skip the part about custom holdings and go to the next exercise, *Checking control fields*.

### If you use custom holdings

If you use Custom holdings, the holdings fields and subfields defined in Options have been added to the cataloging templates, and they should appear in the record window along with the bibliographic fields. You type information in this field just as you would in any other field. With custom holdings, the program doesn't know what information belongs in each subfield – you have to keep track of that yourself. It's a good idea to make a list of the fields and subfields you use for holdings and refer to it when you catalog.

### Saving your record

Now that you have completed your record, you should save it.

Click the Save button  on the toolbar.

#### Tip:

Another way to save your record is simply to close the Cataloger. If your record has unsaved changes, the program will ask you whether you want to save the record, including the latest changes.

### Close the Cataloger

When you are finished cataloging, you should close the Cataloger and return to the main window.

On the **File** menu, click **Exit**, or click the close button  in the top right corner of the Cataloger window.

You return to the main program window. Notice that the record you created now appears in the Master List.

## Review & practice

In just the short time you've used MARC Magician, you already learned many of the features. You've learned how to:

- Create an original MARC record for a book.
- Enter information in fields and subfields.
- Enter holdings information in the correct way for your holdings type.
- Save your record.

Now you can take a break, practice some more on your own, go right on to the next tutorial, or get to work on your own records.

### Take a break

If you'd like to take a break, on the **File** menu, click **Exit**.

### Practice some more

Here are some suggestions for practicing on your own:

- Create some more records. Try using some of the other cataloging templates. For example, try cataloging a sound recording or a videocassette.
- Notice the different fields and subfields in other templates. Take the time to read the Examples and Tips panels for subfields that you are unsure of.

### Go to the next tutorial

Tutorial 2 has more cataloging exercises for the record you created in this Tutorial 1.

If you'd like to jump right in to the next tutorial, stay where you are in the main window. You're all set to begin the next tutorial. Remember that you can do most of the tutorials in any order you'd like.

### Get to work on your own records

If you feel like you don't need any more practice and want to get to work on your own records, you just need to delete any practice records you've made and you're ready to go:

1. Click **Select**, and then click **All Records**.
2. Click **Record**, and then click **Delete from All Lists**.

The Master List should now be empty.

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