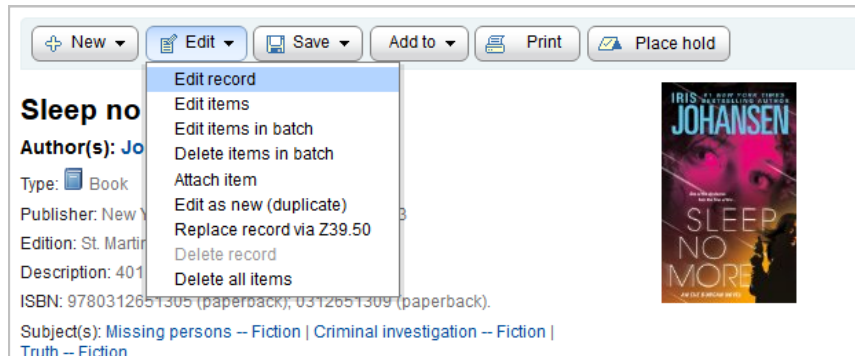




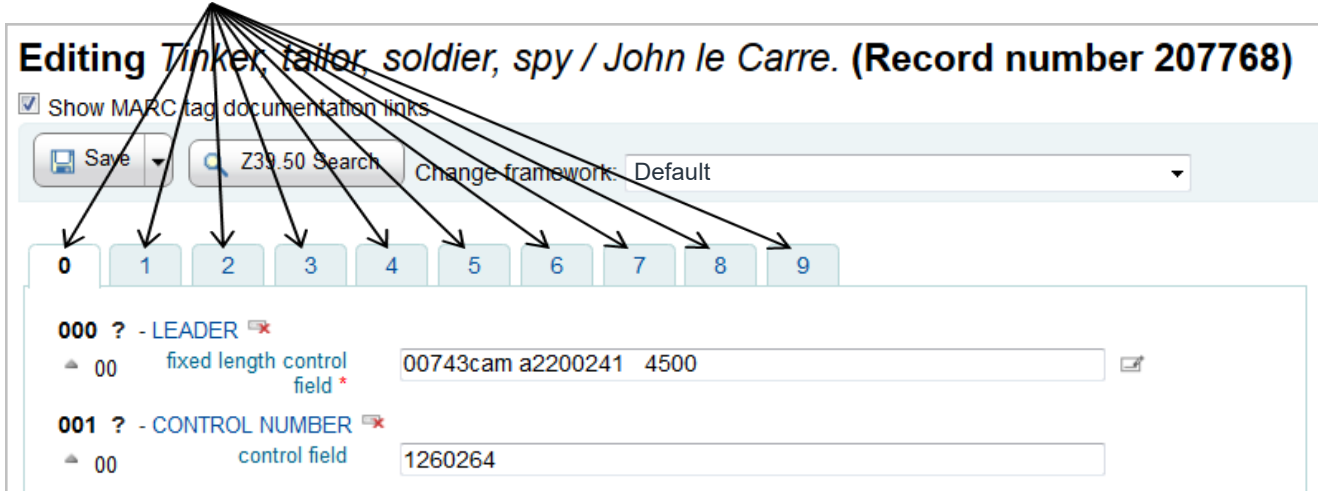
CATALOGING

Editing a MARC Record

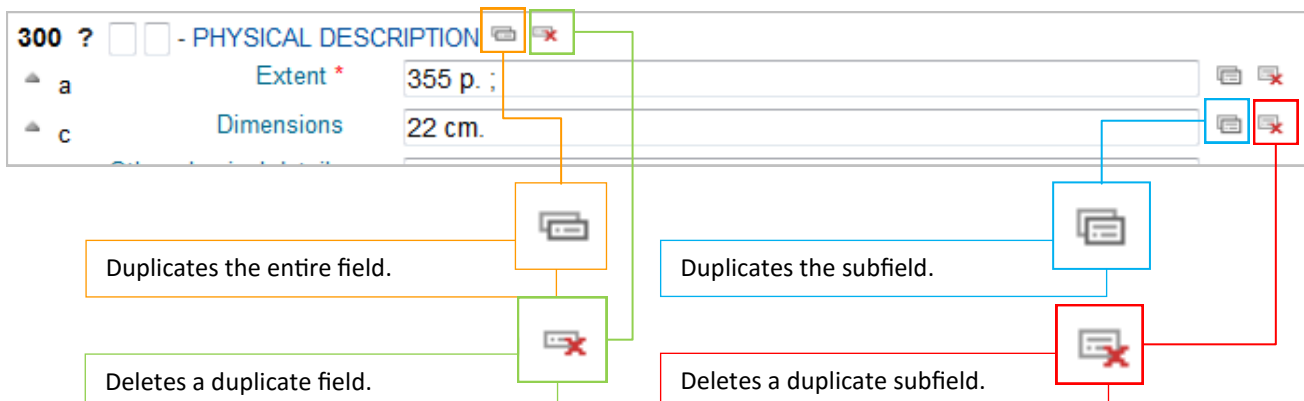
1. Pull up a record
2. Click Edit > Edit Record



3. Find to the field you need to change by clicking the corresponding number tab



Duplicating and Deleting Subfields



4. Edit the record

Important Fields to Check:

- 020 = ISBN
- 100 = Author
- 245 = Title, Medium
- 260/264 = Publisher
- 300 = Description

020 ? - ISBN

▲ a International Standard Book Number 0394492196

024 ? - OTHER STANDARD IDENTIFIER

020 ? - ISBN

▲ a International Standard Book Number 0394492196

020 ? - ISBN

▲ a International Standard Book Number 8675309186

5. Save changes

Save Change framework:

008 ? - FIXED-LENGTH DATA ELEMENTS--GENERAL INFORMATION

▲ 00 fixed length control field * 740327s1974 nyu 000 1 eng

010 ? - LIBRARY OF CONGRESS CONTROL NUMBER

▲ a LC control number 74005084

▲ 8 Field link and sequence number

▲ b NUCMC control number

▲ z Canceled/invalid LC control number

020 ? - ISBN

▲ a International Standard Book Number 0394492196

020 ? - ISBN

▲ a International Standard Book Number 8675309186

6. Note changes

Tinker, tailor, soldier, spy /
Author(s): Le Carré, John.
 Type: Book
 Publisher: New York : Alfred A. Knopf, 1974
 Edition: [1st ed.].
 Description: 355 p. ; 22 cm.
 ISBN: 0394492196.
 Subject(s): Smiley, George (Fictitious character) -- service -- Great Britain -- Fiction | Spy stories
 OPAC view: [Open in new window.](#)

Tinker, tailor, soldier, spy /
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