

# Modifying a Bibliographic Record

You can use the **Modify Title** wizard to edit bibliographic records.

Some examples of edits you may need to perform are :

- \* Edit or add a GMD
- \* Edit the author or title
- \* Add an alternate title field
- \* Add or edit an edition statement
- \* Add or edit a summary or content note
- \* Add or edit a subfield

## Using Modify Title to Edit an Existing MARC Field

To use this wizard, you must login into WorkFlows using a Tech login.

1. Open the Modify Title wizard.
2. Search for the title you wish to edit.
3. When you identify the title you want to edit, click Modify.

The screenshot shows the 'Modify Title' wizard interface. At the top, there are search filters: 'Search for:' (most famous hits), 'Index:' (General), and 'Library:' (ALL). Below these is a 'Current:' field showing the selected record. A table of search results is displayed, with the following data:

Title	Author	Pub. Year	Library Copies
Fleetwood Mac [compact disc]	Fleetwood Mac (Musical group)	2012	1
The Wrecking Crew! [DVD] : a docu...	Tedesco, Denny.	2015	13
Dancing with myself	Idol, Billy.	2014	18
The essential Backstreet Boys [com...	Backstreet Boys.	2013	3
Mixing secrets for the small studio	Senior, Mike.	2011	1
The universe. Season five. Disc 1 [D...	Thompson, Erik, 1959-	2010	1
Natural born charmer [electronic res...	Phillips, Susan Elizabeth.	2007	0
Most famous hits, Marilyn Mason [D...	Manson, Marilyn.	2006	1
Most famous hits. Eric Clapton the a...	Clapton, Eric.	2000	1
It's swing time. CD 1 [compact disc]...		200	1

Below the table, the selected record's details are shown in a list view:

- Description
- Call Number/Item: (OCoLC)52393634
- Local system #: OUDZ
- Local holdings
- Author: Clapton, Eric.
- Title: Most famous hits. Eric Clapton the album [sound recording] / Eric Clapton.
- Portion of title: Eric Clapton the album
- Publication info: [S.l.] : Surprise, [2000?]
- Description: 2 sound discs : digital ; 4 3/4 in.
- Notes: Compact disc.

A red arrow points to the 'Modify' button at the bottom of the window.

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4. Click in the field to be edited. The field will be outlined with the cursor positioned at the end. Click in the field again to position the cursor where editing is needed.

Modify Title \* Modify Title (2) \*

Modify Title

Most famous hits. Eric Clapton the album [sound recording] / Clapton, Eric.

Control Bibliographic MARC Holdings Call Number/Item Bound-with

Shadow title

Rec_Type	j	Bib_Lvl	m	TypeCtrl		Enc_Lvl	K
Desc	a	Entrd	030609	Dat_Tp	s	Date1	20uu
Date2		Ctry	xx	Comp	bl	Format	n
Parts	n	Audience		Repr		Accomp	
Ltxt		Arrang	n	Lang	eng	Mod_Rec	
Source	d						

Tag	Ind.	Contents
001		ocm52393634
003		OCoLC
005		20150902091748.0
007		sd*funngn m ed
040		MUJ cMUJ dOCLCQ dOSD
028	12	65151 bMCPS
035		(OCoLC)52393634
049		OUZ
100	1	Clapton, Eric.
245	10	Most famous hits. pEric Clapton the album h[sound recording] / cEric Clapton.
246	30	Eric Clapton the album
260		[S.l.] : bSuprise, c[2000?]
300		2 sound discs : bdigital ; c4 3/4 in.
500		Compact disc.

Return to Search Save Add Holdings Modify Holdings Delete(x) Close

5. After you are done editing, click **Save** at the bottom of the page.

6. If you do **not** wish to save changes, click Return to Search or Close. Answer NO to the question, Data Have Been Changed. Do You Want to Save?

## Using Modify Title to Add a MARC Field

1. Open the Modify Title wizard.
2. Search for the title you wish to edit.
3. When you identify the title you want to edit, click Modify.
4. Click in the field above or below where you want the new field to appear.

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5. Right click.
6. Select either **Add Field Before** or **Add Field After**.
7. Enter the 3 digit MARC tag. Example: 250 (edition statement)

035		(OCoLC)949865975
092		690.89
049		OUDP
245	04	The complete guide to sheds.
246	3	Black & Decker the complete guide to sheds
246	30	Sheds
250		Updated 3rd edition
260		Minneapolis, Minnesota : bCool Springs Press, c2017.
300		256 pages : bcolor illustrations ; c28 cm
336		text btxt 2rdacontent
338		volume bnc 2rdacarrier
500		Includes index.

8. Tab to the contents area of the tag and enter the new information.

	Tag	Ind.	Contents
	020		1591866731
	020		9781591866732
	035		(OCoLC)949865975
	092		690.89
	049		OUDP
	245	04	The complete guide to sheds.
	246	3	Black & Decker the complete guide to sheds
	246	30	Sheds
	250		Updated 3rd edition
	260		Minneapolis, Minnesota : bCool Springs Press, c2017.
	300		256 pages : bcolor illustrations ; c28 cm
	336		text btxt 2rdacontent
	337		unmediated bn 2rdamedia
	338		volume bnc 2rdacarrier

9. Click **Save**.

# Modifying a Bibliographic Record

## Adding a Subfield

The most common subfield you will add or modify will be the GMD or format subfield. Please use SEO Consortium approved GMDs. These can be found on the [SEO Support site](#).

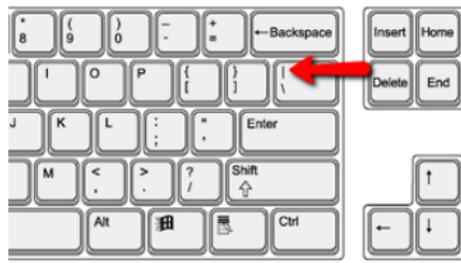
1. Click in the field to be edited.
2. Click in the field again to position the cursor where the subfield is being added.
3. Enter a pipe delimiter, the appropriate subfield letter and any additional information.

Example: |h[large print]

A pipe delimiter is a character needed to properly format the MARC record in WorkFlows. To enter this character hit Shift + \ key. The character should look like this |

Please note: You **cannot** use a lower case L or an upper case I in place of the pipe delimiter.

**This is the pipe symbol on your keyboard.**



4. Click **Save**.

Below are the valid subfields you may see or use in a 245 Title tag:

- a Title Proper
- n Volume or Part Number
- p Part-Title
- h GMD (Media format in brackets)
- b Other Title Information (Subtitle, parallel title, etc.)
- c Statement of Responsibility

# Modifying a Bibliographic Record

## Guidelines for adding GMDs to bibliographic records

**Print materials and audiobooks:** The GMD appears in the 245 field following the **title proper**, in a subfield h. Subfield h follows the title proper but precedes subfield b. This means a GMD goes in between the title and subtitle and it will always be in brackets.

245 10 Wicked deeds|h[large print] /|cby Heather Graham.

245 14 The greatest catalogers of all time|h[large print] :|bclassy people /|cIma Book.

245 14 The accidental|h[book on CD] /|cAli Smith.

**Videorecordings:** Subfields n and p are also part of the **title proper**, so the GMD follows these subfields.

245 04 The Partridge family.|nThe complete first season|h[DVD] : |b come on get happy.

245 00 Cougar town.|nThe complete first season|h[BLU-RAY] / |c ABC Studios.

## Tips when using the Modify Title Wizard:

- The first subfield in every MARC field is always | a but does not appear on screen; it's just understood.
- There is no space in between | and the subfield letter. Example: | h
- Using the Right Click function when editing, you can access MARC Help on LC (Library of Congress) or the RDA Toolkit (index only).
- You can also use the Right Click function to delete fields or append to existing ones. You may also use the helpers located at the top of the wizard to insert and delete fields.
- Use the 250 Edition Statement tag to identify gaming system requirements.  
Example: 250 PlayStation 4 or 250 Wii
- Contents notes such as song titles, chapter titles are separated by 2 dashes .  
Examples:

Contents for compact disc with song and performer:

Shelve, shelve, shelve / The Rolling Carts -- Dewey was the man / DJ Catty Cat.

Chapter title:

Ancient Roman libraries -- Ancient Greek libraries -- European libraries.

If you have any questions, please contact the SEO Cataloging staff.