

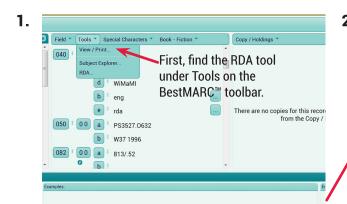
BestMARC™ How-To: Add RDA Fields

Overview: BestMARC[™] is an online, MARC record and metadata database management platform, used by libraries to find, edit and create MARC records for their collection database. This How-To explains adding RDA fields to MARC records you create or edit using BestMARC[™] templates or records.

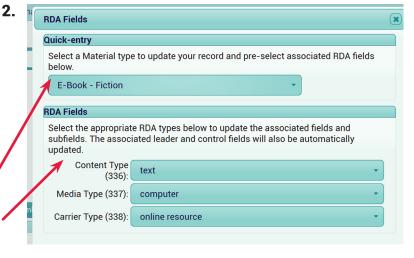
Library Profile: It's now possible, using BestMARC's Library Profile, to set BestMARC™ to automatically catalog in RDA. For more information on establishing your library's complete profile, please refer to the BEM How-To on Library Profiles in the support section of BestMARC™.

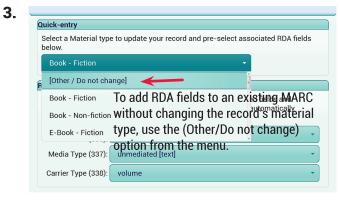


To manually Add RDA Fields:



Then, to enter the correct RDA fields, select the material type from the pull-down menu. Available RDA fields vary according to the material type you choose.





RDA Fields

Quick-entry

Select a Material type to update your record and pre-select associated RDA fields below.

E-Book - Fiction

RDA Fields

Select the appropriate RDA types below to update the associated fields and subfields. The associated leader and control fields will also be automatically updated.

Content Type (336):

Media Type (337):

Carrier Type (338):

text

text [manuscript]

three-dimensional form

three-dimensional form

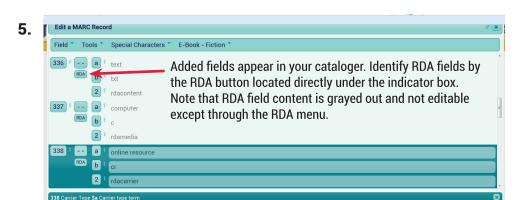
three-dimensional moving image

The most common RDA defaults are automatically filled in. To change the field content, just click on a new option. Use the scroll bars to see all available options.

4.

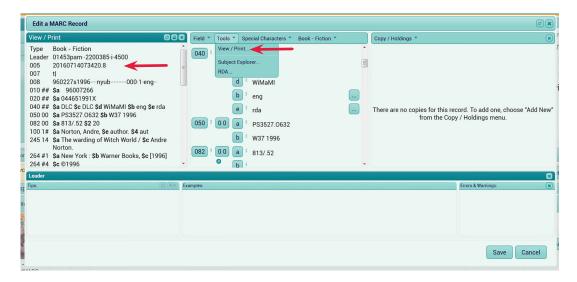


BestMARC™ How-To: Add RDA Fields



RDA fields can be deleted or moved to different locations in the MARC record, just like any other field, through either the toolbar or by clicking on the field or subfield number.

BestMARC™ also automatically updates the RDA associated control fields, 007 and 008, and the Leader, based on your RDA selections. The control fields aren't visible while you're cataloging, but can be viewed by selecting the View/Print option under the Tools menu.



To find out more about other BestMARC™ features:

- 1. Use the built-in Help buttons identified by a?
- 2. Check out our other How-To slideshows on the BestMARC™ Support page.
- 3. Or contact our Technical Support Department at 800-824-6272 Option #3.

Thank you!