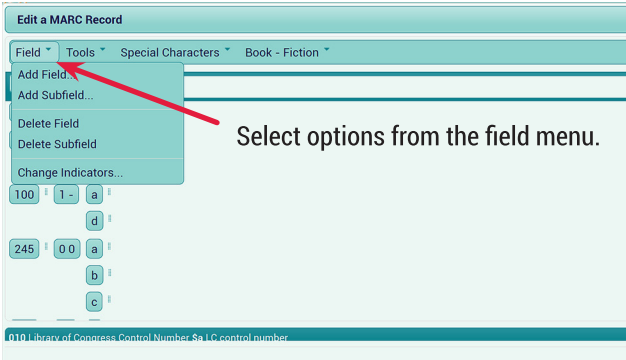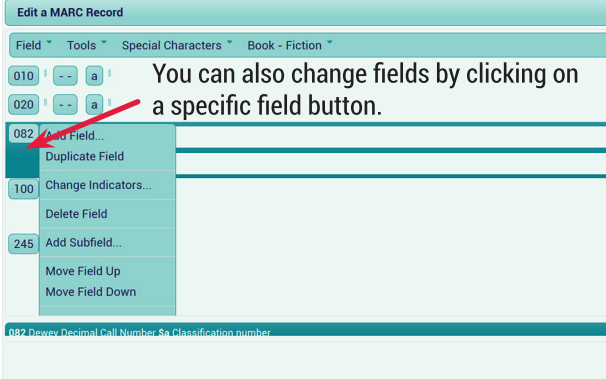# BestMARC™ How-To:
Add & Change Fields in a MARC

Overview: BestMARC™ is an online, MARC record and metadata database, used by libraries to find, edit and create MARC records for their collection database. BestMARC™ uses templates for each material type, to get you cataloging quickly. Since each library is different, you may want to add or change fields to the standard template to suit your particular cataloging needs.
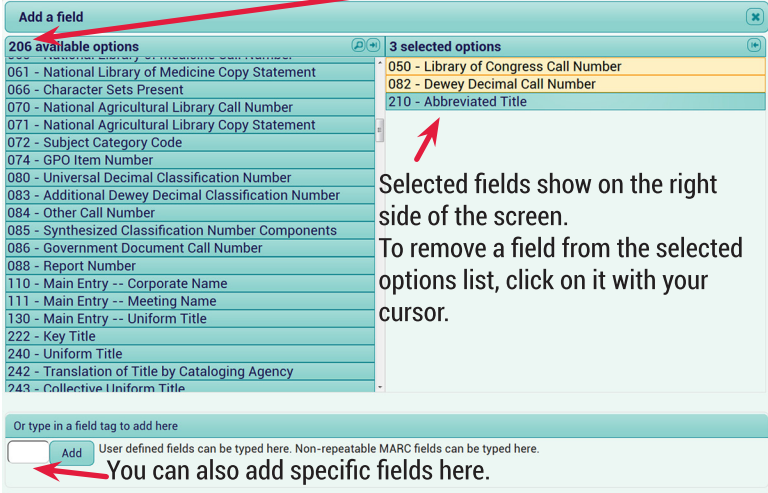
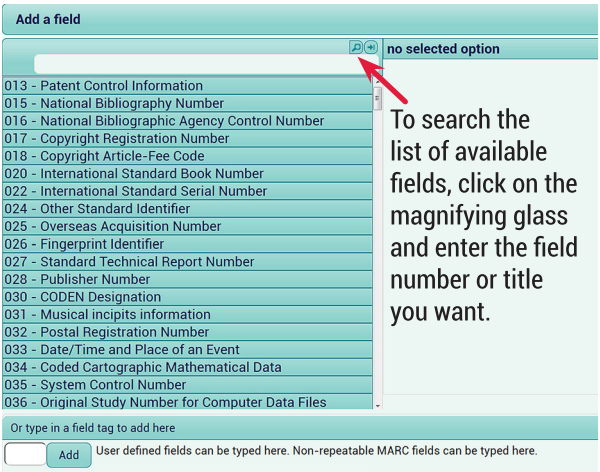## Manipulating fields in BestMARC™ is easy.

1.

Select options from the field menu.

2.

You can also change fields by clicking on a specific field button.

To add fields:
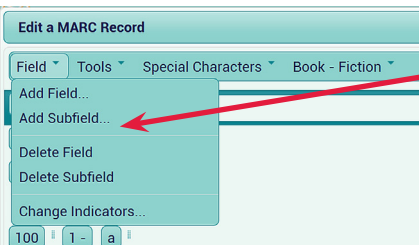
Select a field by clicking on it from the available options list.
The number of available options is shown here.

3.

Selected fields show on the right side of the screen.
To remove a field from the selected options list, click on it with your cursor.

You can also add specific fields here.

4.

To search the list of available fields, click on the magnifying glass and enter the field number or title you want.

To add subfields:

5.

Select the Add Subfield option from the menu bar, or click on a subfield button in the field you want to change.

6.

Add subfields for 100 (Main Entry -- Personal Name)

16 available options

$0 - Authority record control number or standard number
$4 - Relator code
$6 - Linkage
$b - Numeration
$c - Titles and other words associated with a name
$e - Relator term
$f - Date of a work
$g - Miscellaneous information
$j - Atribution qualifier
$k - Form subheading
$l - Language of a work
$n - Number of part/section of a work
$p - Name of part/section of a work
$q - Fuller form of name
$t - Title of a work
$u - Affiliation

no selected option

When you click on **Add Subfields** the options on the list are specific to that field.

Or type in a subfield code to add here

[ ] Add User defined subfields can be typed here. Non-repeatable MARC subfields can be typed here.

Use the **Add Subfields** menu just as you do the **Add Fields** menu.

Search the Subfield options with the **Search** button.

Select subfields to add by clicking on them.

Remove selected fields by clicking on them. (Selected subfields are in the selection options box on the right of the screen, in yellow.)

Type in your own subfield code to enter a specific field and use the **Add** button.

7. To move a field or subfield:

Field ▾ Tools ▾ Special Characters ▾ Book - Fiction ▾

082 0 a
       b
100 1 - a
       d
210 0 - a
     Drag to reorder
       2

Put your cursor on one of the small bars to drag a field to a new location. Your cursor changes to a hand when you're in the right spot. Moving subfields is the same.

The highlighted field is the one that moves.

8. To change indicators:

Edit a MARC Record

Field ▾ Tools ▾ Special Characters ▾ Videorecording - VHS ▾

Add Field...
Duplicate Field
Add Subfield...
Delete Field
Delete Subfield
Change Indicators...

       b
250 - - a
260 - - a
       b
       c

Select from the field menu or click on the indicator button.

9. The **Change Indicators** Menu is field specific.

Indicators for 082 (Dewey Decimal Call Number)

Indicator 1 (Type of edition)

Make your selection based on whether the classification or call number is from the full or the abridged edition of the classification schedules.

0 (Full edition)

↓ 0 (Full edition)
↓ 1 (Abridged edition)
   7 (Other edition specified in subfield $2)

Indicator 2 (Source of call number)

Indicate whether the class or call number was assigned by the Library of Congress or by some other agency.

4 (Assigned by agency other than LC)

Or type in an indicator value:

Any letter, number, or punctuation mark can be typed here (does not check for invalid

Ok   Cancel

Up & Down arrows identify a menu of available indicators.

10. Customizing templates:

Edit a MARC Record

Field ▾ Tools ▾ Special Characters ▾ Book - Fiction ▾

       b
100 1 - a
       d
       e
       4
245 0 0 a

Default fields/subfields ▸
Book ▸
E-Book ▸
Electronic Resource ▸
Videorecording ▸
Sound Recording ▸
Playaway
Other

Save from this record
Restore standard defaults

...

245 Title Statement $a Title

It's also possible to add customed default fields and subfields to the templates for each material type. Add or change the fields you want to customize and save them as the default under the Material Types 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!