# BestMARC™ How-To: Intro to BestMARC's Library Profile

Overview: BestMARC™ is an online, MARC record and metadata database, used by libraries to find, edit and create MARC records for their library's collection. This tutorial is a review of how to use one of BestMARC's newest features, the Library Profile. With the profile, you set library specific defaults to make it faster and easier to create perfect MARCs every time.

1. Overview
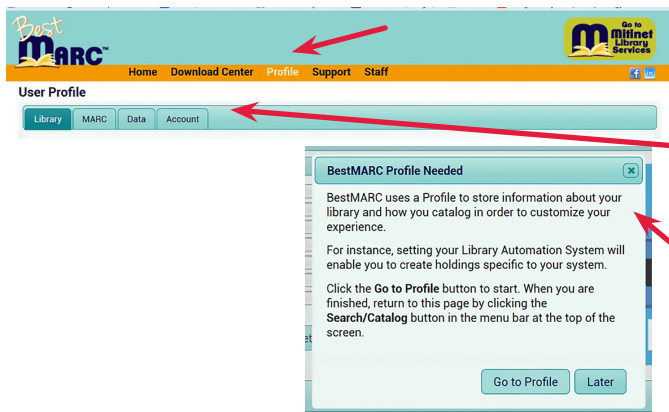
The profile consists of 4 segments and is accessible through the **Profile** menu item in the navigation bar. The profile can be changed or updated whenever you like, just by clicking on the **Profile** menu.

Going to the **Library Profile** takes you to this screen. The four tabs (**Library, MARC, Data** and **Account**) take you to the sections of the profile, with the default being **Library**.

If you don't have a saved Profile, this message appears when you sign in to BestMARC™. Choosing Later allows you to go right to cataloging without setting the profile, but taking a few moments to set your defaults saves you a lot of time later on.
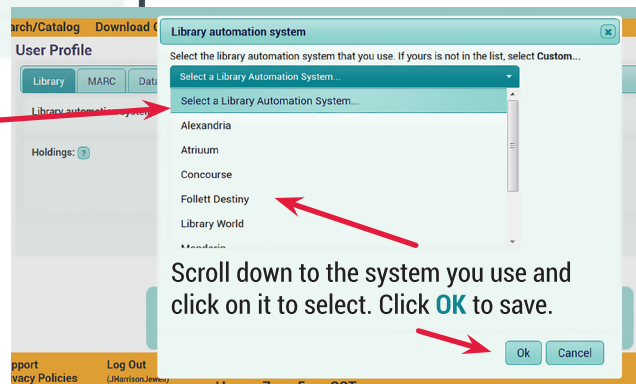
2. Library
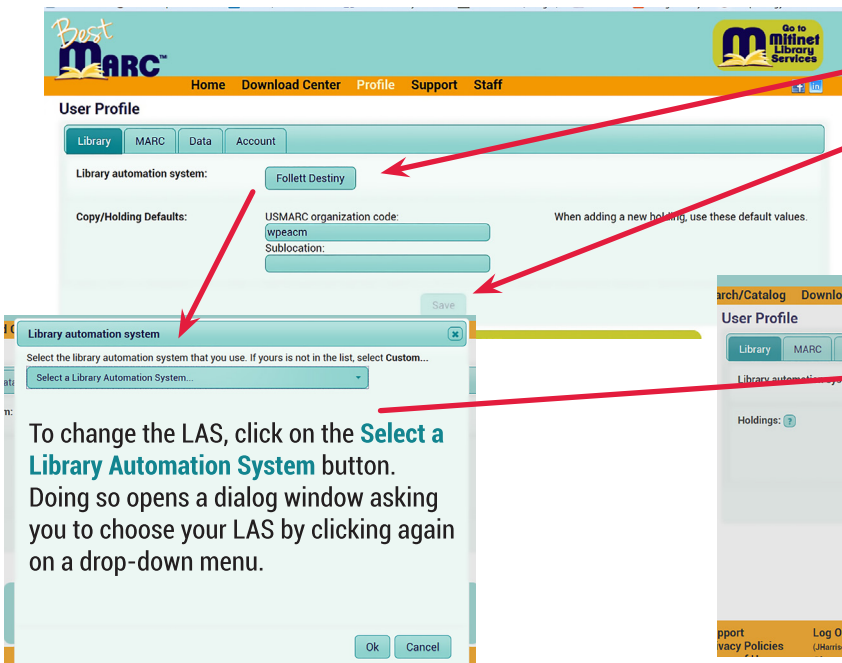
The first thing to identify on the **Library** tab is your automation system. Click on the button to open a drop down list.

NOTE: the **Save** button is disabled (grayed out) until you make a change to the profile, when it becomes active.

To change the LAS, click on the **Select a Library Automation System** button. Doing so opens a dialog window asking you to choose your LAS by clicking again on a drop-down menu.

Scroll down to the system you use and click on it to select. Click **OK** to save.

3. Customizing your LAS

If your automation system isn't on the list, you can create a custom holdings profile by selecting **Custom**. Manually enter the holdings information for your system. Once done, you won't need to do it again unless something changes.

Enter the name of the system you use and identify which field it reads to find the Holdings information. For each subsequent piece of Holdings information, enter the subfield number where you want it stored. If you don't use it leave it blank.

Selecting a different **Call Number** tab gives you different call number format options.

Selecting **OK** saves your changes.

When adding a new holding, the Copy/Holdings fields are then filled in automatically. The fields visible here vary, depending on the LAS you've chosen.

When the Library tab of the profile is complete, you can add Copy/Holding information to your new MARC in the correct format.

Just put your cursor over the **Copy/Holdings** button and click **Add New**. The copy and holdings fields for your LAS appear, ready to be filled in.

4. The MARC tab

This screen sets cataloging defaults. Descriptions for each setting are to the right of the options.

The dark blue buttons are the active options.

For example, with the options selected here, you can:

- View and edit Leader & Control fields
- Manually change ISBD punctuation
- Automatically catalog in RDA
- Use UCS/Unicode character sets.

NOTE: You should only change these settings if you are certain they apply to your system.

Once the changes are made, you can see them when you catalog.

For example, an RDA-enabled profile automatically uses RDA cataloging rules when you create a new record.

5. The DATA tab

User Profile

| Library | MARC | Data | Account |

Reading Programs:
- ☑ Accelerated Reader
- ☐ Fountas & Pinnell
- ☑ Lexile®
  - ☑ Add Mitinet Measures when a Lexile is not found
- ☐ Reading Counts

[Save]

If reading program data is displayed with a search result, automatically add it to the MARC record.

NOTE: Mitinet Measures™ is a Lexile® correlation that can increase the items in your Lexile™-based reading program by 50% or more. Mitinet Measures™ don't replace Lexiles®, they enhance them, and are themselves replaced if and when an item gets its own Lexile® number.

The third tab, **Data**, identifies which reading program data is displayed during a search result, as well as added during cataloging.

Just check the programs you want to see or add.

All available reading program information is included with BestMARC™ and selecting more than one program doesn't cost extra.

Remember, reading program information only appears for items that have reading program scores, levels or information.

The cataloger with reading programs selected in the **Data** tab. Again, fields only appear in the MARC for the applicable programs.

6. The Account tab

The **Account** tab is where you change your password and where you can restore all the default settings.

User Profile

| Library | MARC | Data | Account |

Username: JHarrison.Jewell

Change Password: [Change Password] Click the button to go to the Change Password page.

Local Preferences: [Restore to defaults] Various display and editing preferences are stored inside your browser so they are remembered between browser sessions. Click the button to restore these to the default settings.

[Save]

Change Password
Use the form below to change your password.
New passwords are required to be a minimum of 8 characters in length.

Account Information
Old Password: ●●●●●●●●
New Password:
Confirm New Password:
[Change Password]

Once you've saved your profile, each MARC record you edit or catalog is created according to that profile. **To change the profile for one record**, just edit the record to whatever changes are needed and save. **To change the profile going forward**, click on **Profile** and change the screen or field you want to update. **If you want to change all the profile settings back to the originals** at once, use the **Account** tab in the **Profile**.

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!