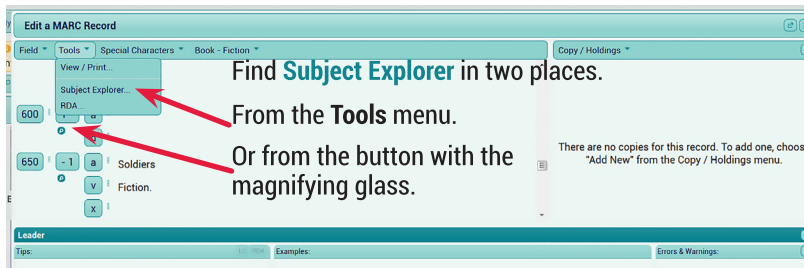




# BestMARC™ How-To: Subject Explorer

**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. One of BestMARC's most powerful tools is **Subject Explorer**, used to add additional, accurate subject fields to your MARC records. Adding additional fields makes the item you're cataloging more discoverable, easier to find and more likely to circulate than MARCs with fewer subject headings.

## 1. Discoverability



The more accurate subject headings you add to a MARC record, the more likely it is for your patrons to find and use those items from your collection.

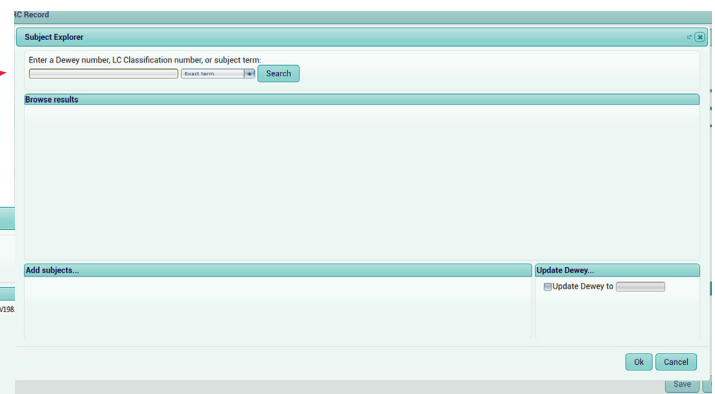
**Subject Explorer** makes it easy to add extra, accurate subject headings to any MARC record you edit or create.

## 2. From the Tools Menu

Accessing Subject Explorer from the Tools menu for a new or blank field, takes you to this screen.

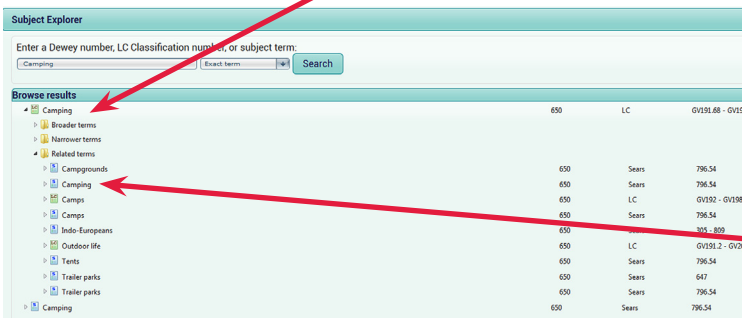
Enter the search information you want...

And Subject Explorer gives a list of available subject categories.

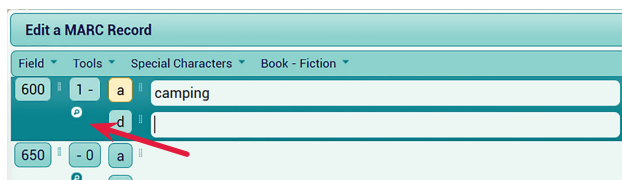


Click on the desired subject to add it to the record.

Click on more than one subject to add more subject heading fields.



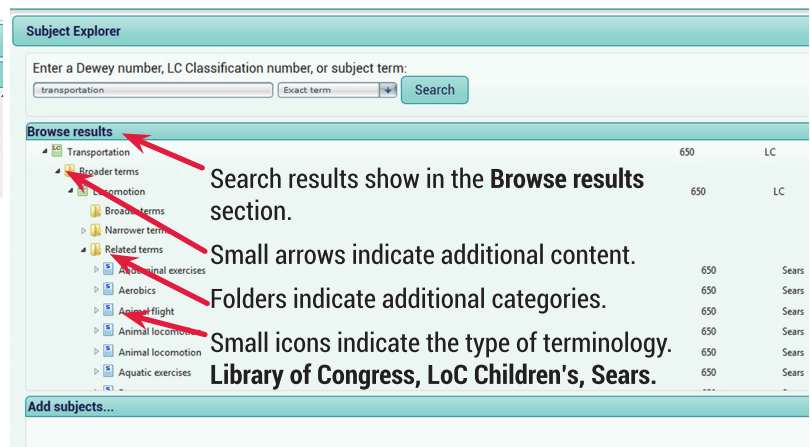
## 3. Field Specific Subject Explorer



When editing an existing MARC, and you want to add more subject headings, put your cursor in the field and click the button with the magnifying glass.

When you use this button, the contents of the subfield you're in are entered and searched automatically.

This automatic search function saves time entering search criteria and improves the accuracy of your search results.





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## 4. Adding the Subject

Click on a subject to add it to the **Add subjects** box.

The content form field **082 (classification number)** is automatically filled in here.

To change the contents of that field, click on a button to update the Dewey number or enter one manually.

If the **Update Dewey** section has been changed, clicking **OK** changes 082.

## 5. Adding Genres

Easily add Genres to the MARC record by clicking on the **Browse Genres** button.

As with subject headings, add the genre by clicking on the desired result. To add more genre fields, just click on additional results.

Once you click **OK** the fields you added are now in the MARC record.

This list is the standard authority list for genres.

NOTE that **Tips & Examples** below are for both AACR2 and RDA standards.

**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!*