



# **BestMARC How-To: Advanced MARC Editing**





**BestMARC**  
**How-To:**  
**Advanced MARC**  
**Editing**

## **BestMARC offers extensive online cataloging tools, including...**

- **Customizable templates**
- **Built-in tips & examples**
- **Access to Library of Congress and RDA Toolkit (for Toolkit subscribers) within the cataloger**
- **Built-in Subject Explorer tools & genre lists**

**And now...**

## **Advanced MARC Editing functions**



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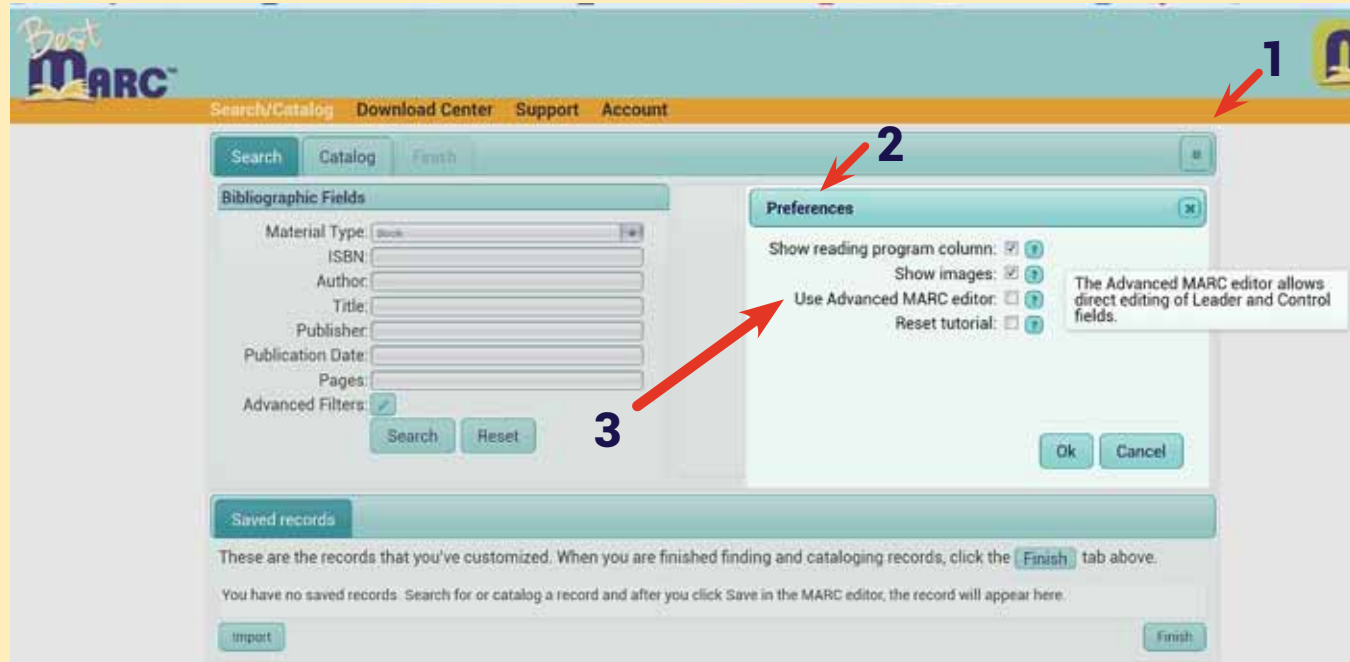
**For most of our customers cataloging with our extensive templates allows you to create a detailed and comprehensive MARC record with the Leader and Control field information set automatically.**

**But for those of you who want the added advantage of seeing and potentially adding information to those fields, we offer the Advanced MARC Editing function.**



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# Activating Advanced MARC Editing is easy.



**On the Search Screen, click the Preferences Button (1).  
In the dialog box (2), check **Use Advanced MARC editor**  
(3) and then select **OK**.**



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**How-To:**  
**Advanced MARC**  
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**Once you've activated the Advanced MARC editor, you'll notice a few differences in the Cataloger.**

The screenshot shows the 'Edit a MARC Record' window. The 'Leader' field is highlighted with a red arrow. The 'Control' fields (005, 007, 008, 010, 020, 082) are visible. The '005' field is grayed out. The '007' field contains 'tj'. The '008' field contains '141204s xx IIIIrrlll 000 1 leng d'. The '010' field contains '-- a'. The '020' field contains '-- a'. The '082' field contains '0 4 a' and 'b'. The interface also includes a 'Field' menu, 'Tools', 'Special Characters', and 'Book - Fiction' tabs. At the bottom, there are 'Save' and 'Cancel' buttons.

**The Leader and Control fields will be visible. Different Control fields apply for different material types and may not all be present but can be added from the Add Field menu.**

**Field 005 is grayed out, indicating that it isn't editable. This field indicates the last date and time this record was edited. This is done automatically when the record is saved.**



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How-To:  
Advanced MARC  
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**As with other fields in the Cataloger, built-in tools become available when applicable.**

The screenshot shows the 'Edit a MARC Record' window. The 008 field is highlighted, and a red arrow points from it to the 'Library of Congress' button in the 'Rules' panel. The 'Rules' panel also includes an 'RDA Toolkit' button. The 'Examples' panel is empty. The 'Save' and 'Cancel' buttons are at the bottom right.

Field	Tools	Special Characters	E-Book - Fiction
Leader	00205nam 2200085 a 4500		
005	20141204103221 4		
006	m  o d		
007	cr cn		
008	141204s xx      s    000 1 eng d		
020	--	a	
082	0 4	a	
		b	

008 Fixed-Length Data Elements- General Information

Type: Examples Rules

Library of Congress  
RDA Toolkit

Save Cancel

**For example, when the cursor is in the 008 field, the Library of Congress button activates, allowing you to Library of Congress' website to verify rules and/or codes without leaving the cataloger.**



## BestMARC How-To: Advanced MARC Editing

The external site opens in a new window and can be kept open and minimized or moved to another part of the screen as you catalog..

Library of Congress >> MARC >> Bibliographic >> 00X >> 008

### 008 - Fixed-Length Data Elements-General Information (NR)

#### MARC 21 Bibliographic - Full

#### Indicators and Subfield Codes

Field has no indicators or subfield codes; the data elements are positionally defined by type of material. Descriptions of the elements defined for field 008 positions 18-34 are in corresponding to the following type of material configurations: *Books (BK)*, *Computer Files (CF)*, *Maps (MP)*, *Music (MU)*, *Continuing Resources (CR)*, *Visual Materials (VM)*, and *Mixed* general section, validity of a particular field 008 data element is indicated by V in the composite field 008 table.

#### Character Positions

<u><a href="#">All materials</a></u>	<u><a href="#">Music</a></u>
00-05 - Date entered on file	18-19 - Form of composition
06 - Type of date/Publication status	20 - Format of music
07-10 - Date 1	21 - Music parts
11-14 - Date 2	22 - Target audience
15-17 - Place of publication, production, or execution	23 - Form of item
18-34 - [See one of the seven separate 008/18-34 configuration sections for these elements.]	24-29 - Accompanying matter
35-37 - Language	30-31 - Literary text for sound recordings
38 - Modified record	32 - Undefined
39 - Cataloging source	33 - Transposition and arrangement
	34 - Undefined
<u><a href="#">Books</a></u>	<u><a href="#">Continuing Resources</a></u>
18-21 - Illustrations	18 - Frequency
22 - Target audience	19 - Regularity
23 - Form of item	20 - Undefined
24-27 - Nature of contents	21 - Type of continuing resource
28 - Government publication	22 - Form of original item
29 - Conference publication	23 - Form of item
30 - Festschrift	24 - Nature of entire work
31 - Index	25-27 - Nature of contents
32 - Undefined	28 - Government publication
33 - Literary form	29 - Conference publication
34 - Biography	30-32 - Undefined
<u><a href="#">Computer Files</a></u>	33 - Original alphabet or script of title

This information can also help you identify the meaning of the codes in each field.



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# **A note of caution.**

**Incorrect lengths or values for the Leader or Control fields can seriously damage the MARC record, making it unusable.**

**If you are uncertain how to enter or change codes in these fields, *we strongly recommend* leaving them as is.**

**Mitinet Library Services has created over 40 templates for creating MARC records, each of them designed for a very specific material type, with the appropriate Leader and Control Field information automatically added.**

**The majority of your cataloging can be performed using these templates as they've been written.**





**BestMARC**  
**How-To:**  
**Advanced MARC**  
**Editing**

**This is the end of our BestMARC How-To  
on Advanced MARC Editing.**

**If you have questions or want to find out more  
about other BestMARC features:**

- use the built-in help buttons identified by a ?**
- check out our other How-To slideshows  
on the BestMARC support page**
- or contact our *Technical Support Department*  
at 800-824-6272 Option #3**

***Thank you!***