



BestMARC How-To: Tutorial Features





BestMARC
How-To:
Tutorial Features

BestMARC™ is an online, MARC record & metadata database, used by libraries to find, edit and create MARC records for their library's collection database.

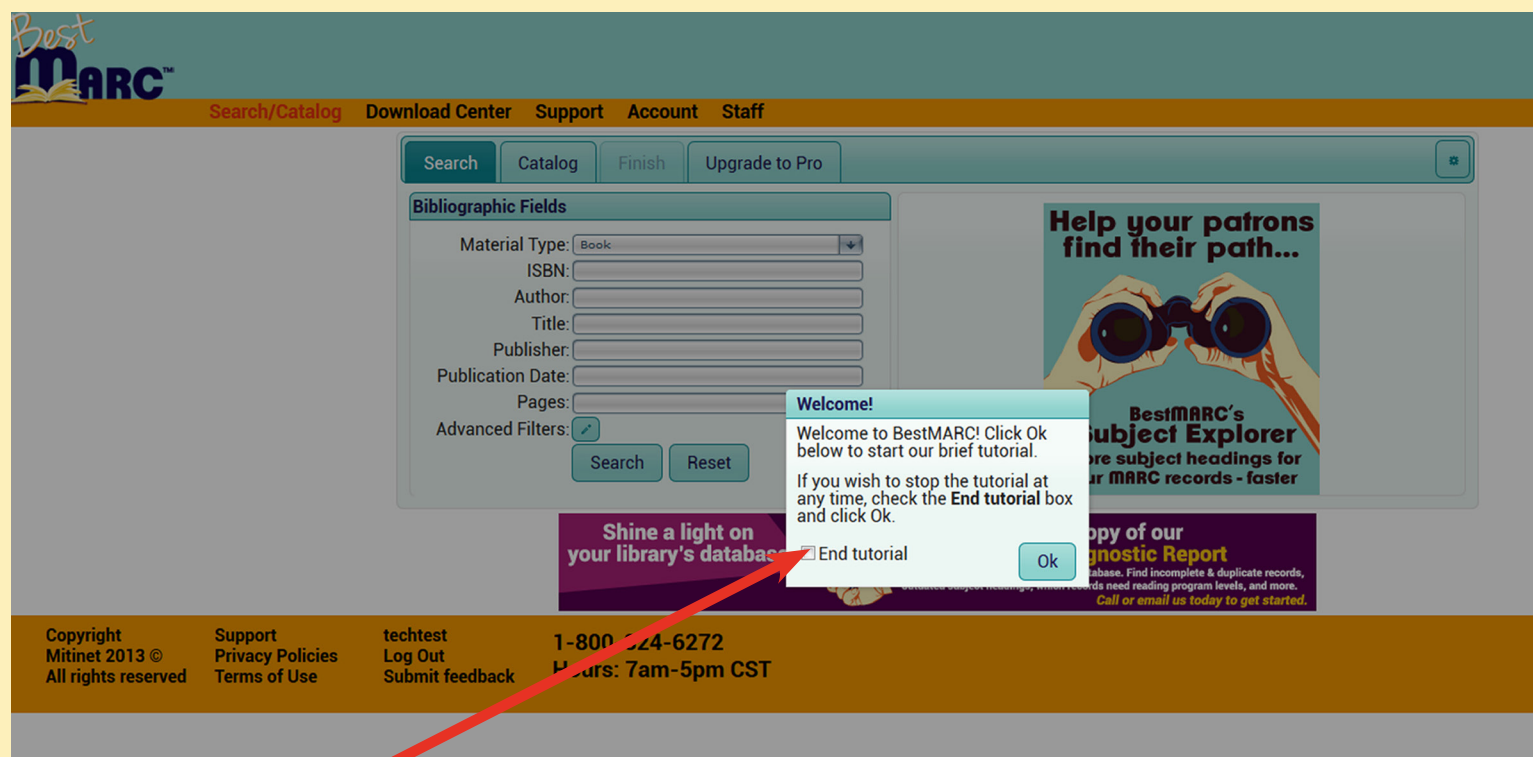
To make BestMARC easier to learn & use, we've incorporated several features for the new user, including on-screen tutorials, content specific help buttons and tips & example screens.

We'll be reviewing those features here.



BestMARC How-To: Tutorial Features

**When you first sign in to BestMARC,
or the first time you use a particular function,
an automatic tutorial walks you through the new feature.**



**To leave the tutorial, just click
on the End Tutorial box.**

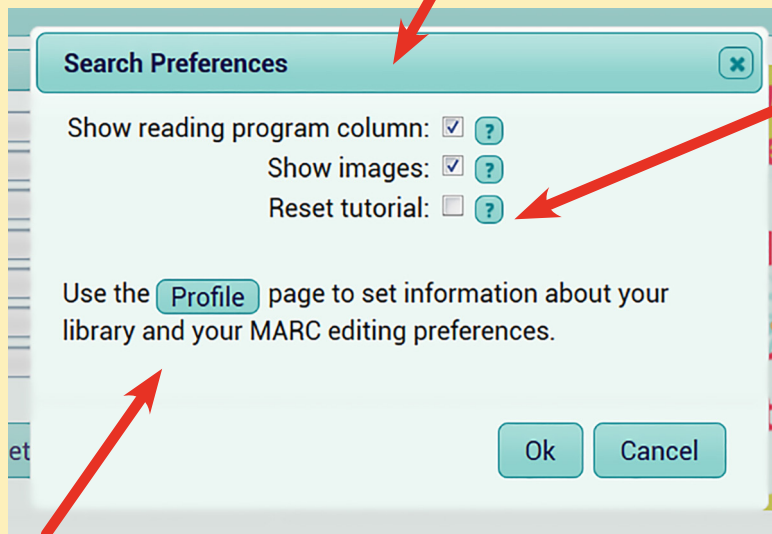


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The tutorials only appear once, but you do have the option to see them again.



Select the **Preferences button from the BestMARC program menu bar.**



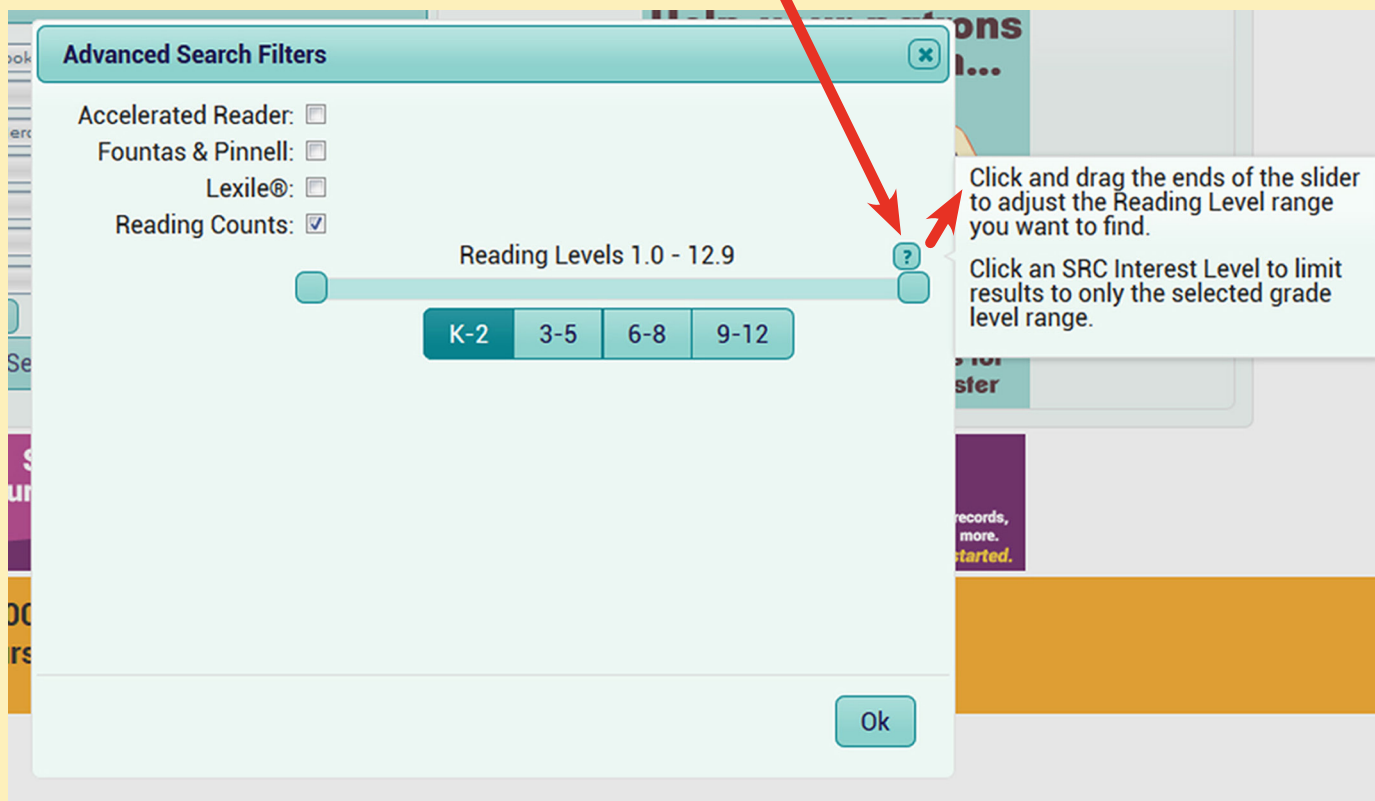
Use the **Preferences menu to reset the Tutorials feature and view the screens again.**

You can also use the **Preferences menu to get to the Profile page to set up your cataloging defaults.**



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BestMARC also features context sensitive **HELP** buttons.



Click on the button with a **?** to read the **HELP** message relevant to that area.



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When using BestMARC to catalog or edit, use the field specific tips & examples to help with rules and best practices for creating MARC records.

Edit a MARC Record

Field Tools Special Characters Book - Fiction Copy / Holdings

010 -- a

020 -- a

q

082 0 4 a

b

100 1 - a

d

Note also that both LC and RDA Toolkit are accessible from inside the cataloger with these buttons.

Profile setting **Library Automation System** must be set in order to use the Copy/Holdings editor.

020 International Standard Book Number \$a International Standard Book Number

Tips: Enter the International Standard Book Number (ISBN) without spaces or hyphens. Enter the ISBN only for the piece in hand. If cataloging a AACR2: 1.8B1-1.8B4

LC RDA Examples: 9781597073288 RDA: 1879736004 0838934854 \$q loose-leaf

Errors & Warnings:

- 245 \$a: Missing title statement
- 260 \$a: Missing place of entity
- 300 \$a: Missing extent
- 5xx: No note fields (500-599)
- 6xx: No subject fields (600-699)

Save Cancel

The Tips & Examples areas include both AACR2 and RDA when applicable. To see more, just scroll down.

BestMARC now includes an Errors & Warnings box. As items are corrected, the error or warning disappears from the window.



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If you can't see the Tips, Examples, or Rules boxes, use your cursor to expand the size of the window, by dragging the edge of the box up or down.

The screenshot shows the 'Edit a MARC Record' interface. At the top, there are tabs for 'Field', 'Tools', 'Special Characters', and 'Book - Fiction'. Below these are input fields for MARC fields: 010, 020, 082, and 100. A red arrow points to a narrow vertical bar on the right side of the '010' section, which is used to expand the window to show the 'Tips', 'Examples', and 'Errors & Warnings' panels. The '010' section is titled '010 Library of Congress Control Number \$a LC control number'. The 'Tips' panel shows instructions for entering the LC control number. The 'Examples' panel shows two examples: 'sn2001003426' and '96042313'. The 'Errors & Warnings' panel shows three errors: '020: Missing ISBN', '1xx: No main entry (100-199) or Added/Linking entries (700-799)', and '245 \$a: Missing title statement'. At the bottom right, there are 'Save' and 'Cancel' buttons.

The tip of the orange arrow shows a narrow bar which is the area where the cursor is able to move the edge of the tips window.



**This is the end of our BestMARC How-To
on Tutorial Features.**

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!