MARC Magician Professional How-To: Create Records

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MARC Magician Professional 2011™ is a powerful cataloging program, with customizable templates, global editing tools, active error checking and other features to make creating and editing MARC records easy.
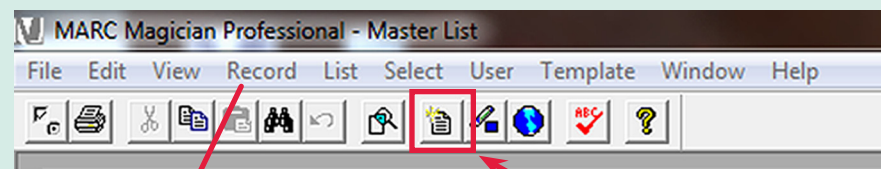
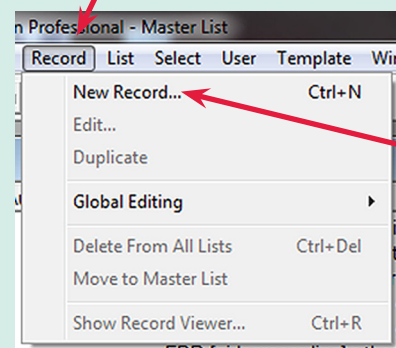This tutorial reviews how to use MARC Magician to create new records using Cataloger.

Cataloger

There are two ways to open Cataloger to create a new record.

**Use the Create New Record
button on the navigation bar.**

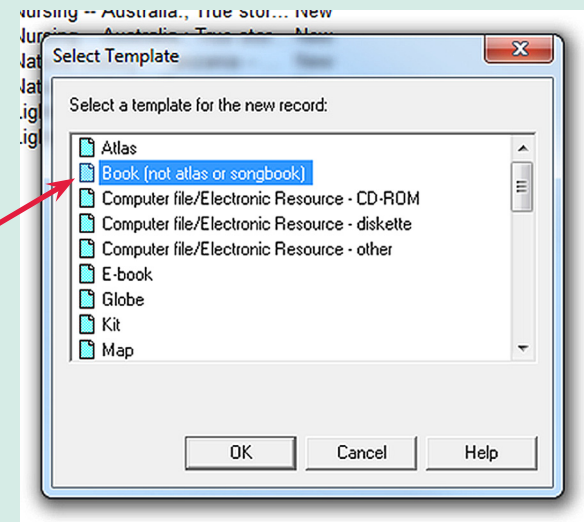**Or, select New Record
from the Record Menu.**

Step 1: Select Template

MARC Magician automatically opens the template
Book (not atlas or songbook)

To choose the template for a different material type, click on that template and OK to go to the next step.

Don't worry about making a mistake. It's easy to change the template for a record if you inadvertently choose the wrong one.

To learn more about how to customize standard templates or create new templates go to the MARC Magician User's Guide, and review the section on Templates, or follow the step-by-step instructions in Tutorial 3 - Building Templates.

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Step 2: Begin Filling in Record

Once you've selected the template, the empty new record opens in Cataloger.

The prompt disappears as soon as you begin to type.

Remember to check for Tips and Examples specific to the field you are currently filling out.

Status bar always indicates template type.

Step 2: Begin Filling in Record

Additional built-in features include Active Error Checking and many options for customizing your records as you create them. Review the MARC Magician User's Guide for more on customizing your templates.

Note the red item under Active Error Checking. Export errors are listed in red. Warnings are listed in black. Use the Option key to change settings in the Active Error Checking As you complete the record, watch this box for error messages.

To Add, Delete or Move Fields or Subfields

Add or delete fields or subfields with the navigation buttons.

Or, do the same by clicking on the field or subfield box to bring up a menu.

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Adding Subfields

When adding subfields to a particular field, the menu automatically brings up the subfield options available for that field.

Or add your own.

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Changing Indicators

There are two ways to open the change indicators dialog box.

The Change Indicator button on the navigation bar.

Or by clicking on an indicator box.
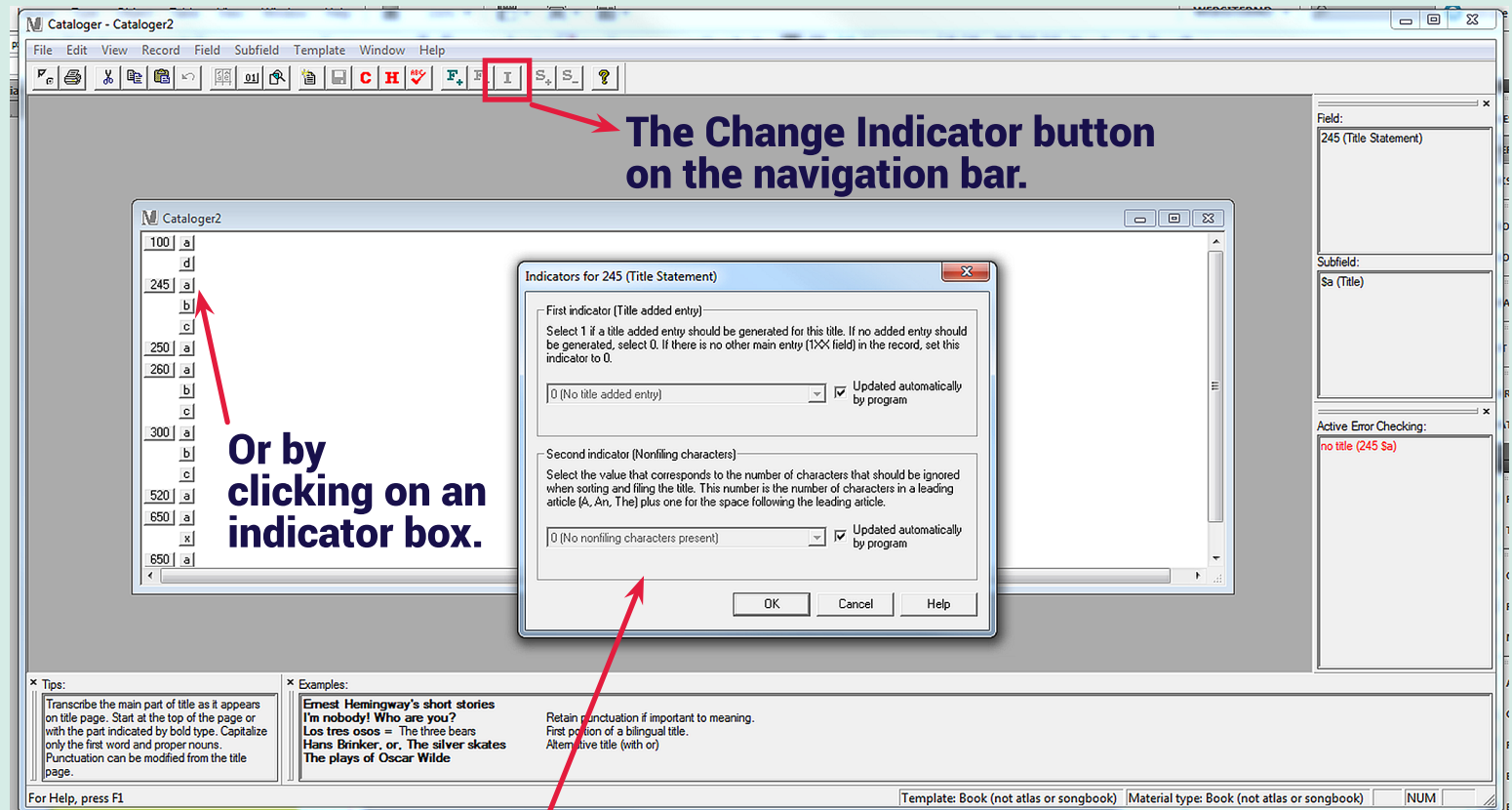
Change Indicator dialog boxes are specific to the active field. Drop down menus allow you to change from the default indicates set by MARC Magician. Deselect the "Updated automatically by program" box to activate the pull down menus.

Control Fields

The Control Field button on the navigation bar brings up a tabbed dialog box.

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Control Fields

Dialog box panels offer a variety of control field options.

Holdings

Holdings (aka copies) contain information specific to your local catalog. Some examples are the barcode, call number, location, and price.

If you use any of the following library automation systems, choose Easy Entry to add your holdings:

- **Alexandria**
- **Athena**
- **Follett Destiny**
- **LibraryPro or Library World**
- **Mandarin**
- **Winnebago Spectrum**

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Holdings

It's very important to set the Holdings Type correctly. If the Holdings Type isn't correct, any records created or imported may not transfer properly to your library automation system.

For more information on Holdings see the Help section of MARC Magician or review the MARC Magician User's Guide.

Completing the Record

Once you've finished entering data into the MARC record you can either save and exit or create another record.

Before completing the record you may want to use Spell Check to check for errors and review the Active Error Checking Window. Once you've saved the new record and exited, the new record will now appear on your active list.

Active ...	Author	Title	Year	Template	Call Number	Bar Code	Subject	Export Status	Export Date	Import Batch	Import Date	Imported By	Im
OK		The answer-backer cure [gideorecording]...	1994	Videor..	E MCD	501132100003...	Conduct of life.; Videos for the...	New		Batch 2	10/15/2013 ...	User 1	10
OK		The best American short stories of the c...	1999	Book (..			Short stories, American.; Am...	New		Batch 1	10/07/13 09:...	User 1	10
OK		The best American short stories of the c...	1999	Book (..			Short stories, American.; Am...	New		Batch 2	10/15/2013 ...	User 1	10
OK		FDR [gideorecording] : fear itself (1921-1...	1994	Videor..			Roosevelt, Franklin D. (Frankli...	New		Batch 1	10/07/13 09:...	User 1	6
OK		FDR [gideorecording] : fear itself (1921-1...	1994	Videor..			Roosevelt, Franklin D. (Frankli...	New		Batch 2	10/15/2013 ...	User 1	6
OK		FDR [gideorecording] : the center of the ...	1994	Videor..			Roosevelt, Franklin D. (Frankli...	New		Batch 1	10/07/13 09:...	User 1	6
OK		FDR [gideorecording] : the center of the ...	1994	Videor..			Roosevelt, Franklin D. (Frankli...	New		Batch 2	10/15/2013 ...	User 1	6
OK		FDR [gideorecording] : the grandest job i...	1994	Videor..			Roosevelt, Franklin D. (Frankli...	New		Batch 1	10/07/13 09:...	User 1	6
OK		FDR [gideorecording] : the grandest job i...	1994	Videor..			Roosevelt, Franklin D. (Frankli...	New		Batch 2	10/15/2013 ...	User 1	6
OK		FDR [gideorecording] : the juggler (1940-...	1994	Videor..			Roosevelt, Franklin D. (Frankli...	New		Batch 1	10/07/13 09:...	User 1	6
OK		FDR [gideorecording] : the juggler (1940-...	1994	Videor..			Roosevelt, Franklin D. (Frankli...	New		Batch 2	10/15/2013 ...	User 1	6
OK		From the heart : true stories by Australia...	1997	Book (..			Nursing -- Australia.; True stor...	New		Batch 1	10/07/13 09:...	User 1	4
OK		From the heart : true stories by Australia...	1997	Book (..			Nursing -- Australia.; True stor...	New		Batch 2	10/15/2013 ...	User 1	4
OK		Journey to Kilimanjaro [gideorecording] / ...	1994	Videor..	508.678 JOU	501132100004...	Natural history -- Tanzania -- ...	New		Batch 1	10/07/13 09:...	User 1	11
OK		Journey to Kilimanjaro [gideorecording] / ...	1994	Videor..	508.678 JOU	501132100004...	Natural history -- Tanzania -- ...	New		Batch 2	10/15/2013 ...	User 1	11
OK		Lightning! [gideorecording] / WGBH/Bost...	1995	Videor..	551.5 LIG	501132100004...	Lightning.	New		Batch 1	10/07/13 09:...	User 1	10
OK		Lightning! [gideorecording] / WGBH/Bost...	1995	Videor..	551.5 LIG	501132100004...	Lightning.	New		Batch 2	10/15/2013 ...	User 1	10
Error	sea change			Book (..				New					

If the record has errors, you will see a red dot next to the record.

Remember, once saved, new or edited records still need to be exported back into your library database. For more information and a tutorial on creating new records see Tutorial 1 - Cataloging Basics, in the "MARC Magician User's Guide" HERE.

This is the end of our MARC Magician
Professional tutorial on creating new records.
To find out more about other
MARC Magician tools and features:

➡️ use the built-in help button identified by a **?**

➡️ **check out our other How-To slideshows
on the MARC Magician tutorial page HERE**

➡️ **or read the "MARC Magician User's Guide"
available to review or download HERE**

Thank you!