



MARC Magician

Professional How-To:

Create Records





**MARC Magician
Professional
How-To:
Create Records**

**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.**

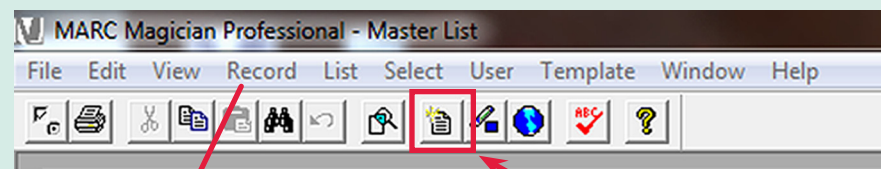
**This tutorial reviews how to use
MARC Magician to create new records
using Cataloger.**



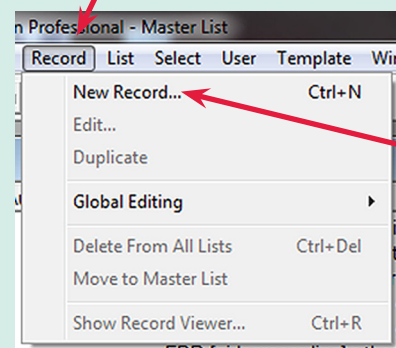
MARC Magician Professional How-To: Create Records

Cataloger

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



Use the Create New Record
button on the navigation bar.



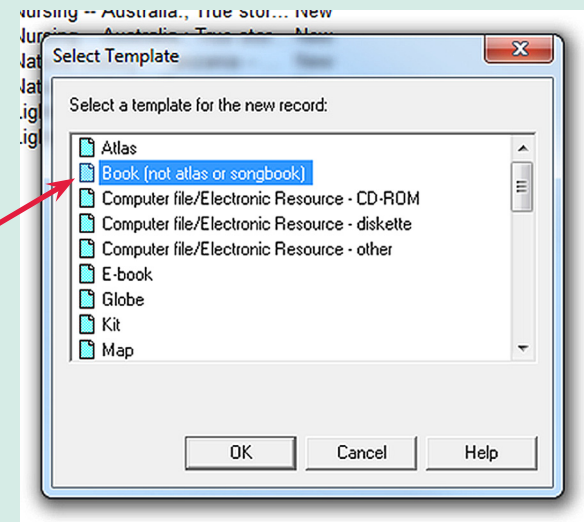
Or, select New Record
from the Record Menu.



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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.



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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.

The screenshot displays the MARC Magician Professional software interface. The main window is titled 'Cataloger - Cataloger2' and shows a MARC record being edited. The '100' field is selected, and the text 'Type the \$a (Personal name) here' is displayed. The 'Active Error Checking' panel on the right shows a red error message: 'no title (245 \$a)'. The bottom of the window contains a 'Tips' section and an 'Examples' section with sample records and their corresponding field indicators.

Tips:
Enter the primary or only author's name here. Do not include dates in this subfield. Do not use this field for editors or if there are more than three primary authors.

Examples:
Fitzgerald, David
Seal (Musician)
Seuss, Dr.
Milne, A. A. (Alan Alexander), 1882-1956

Set first indicator to Surname
Set first indicator to Forename
Set first indicator to Surname
Be sure to leave one space between initials.

For Help, press F1

Template: Book (not atlas or songbook) | Material type: Book (not atlas or songbook) | NUM



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To Add, Delete or Move Fields or Subfields

The screenshot shows the Cataloger2 software interface. The top menu bar includes File, Edit, View, Record, Field, Subfield, Template, Window, and Help. Below the menu bar is a toolbar with various icons. Two red arrows point to the 'F' (Add Field) and 'S' (Add Subfield) buttons in the toolbar. Another red arrow points to the 'F' button in the context menu that appears when a field box is clicked. The context menu also includes options like Duplicate, Change..., Delete, Move Up, Move Down, Change Indicators..., and Help. The main window displays a list of fields and subfields on the left, and a large text area in the center. On the right, there are panels for Field, Subfield, and Active Error Checking. The bottom status bar shows the template and material type.

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.

Tips:
Enter the number of pages of each sequence in a book, or the number of volumes for a multivolume set. With unnumbered books, count and enter the number in square brackets or estimate the number of pages.

Examples:
xiv. 271 p.
3 v.
[48] p.
ca. 150 leaves
1 v. (various pagings)

Book is unnumbered, but you count the number of pages.
Approximate number of unnumbered leaves.
Item has complicated paging.

For Help, press F1

Template: Book (not atlas or songbook) Material type: Book (not atlas or songbook) NUM



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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.

Tips:
Enter the primary or only author's name here. Do not include dates in this subfield. Do not use this field for editors or if there are more than three primary authors.

Examples:
Fitzgerald, David
Seal (Musician)
Seuss, Dr.
Milne, A. A. (Alan Alexander). 1882-1956

Set first indicator to Surname
Set first indicator to Forename
Set first indicator to Surname
Be sure to leave one space between initials.

For Help, press F1

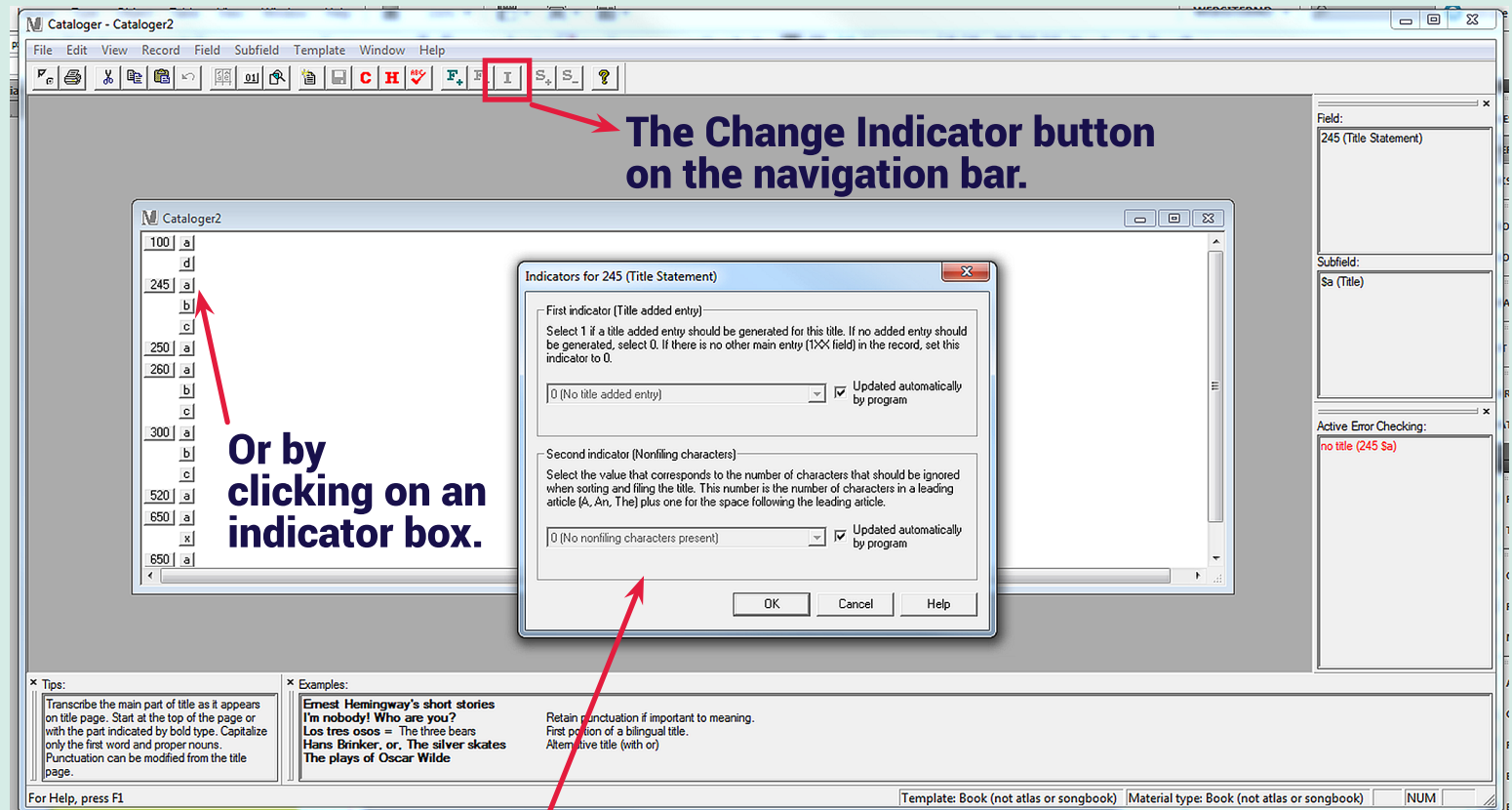
Template: Book (not atlas or songbook) Material type: Book (not atlas or songbook) NUM



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Changing Indicators

There are two ways to open the change indicators dialog 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.



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Control Fields

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

The screenshot displays the MARC Magician Professional software interface. The main window is titled "Cataloger - Cataloger2" and contains a list of MARC fields (100, 245, 250, 260, 300, 520, 650) with subfields (a, b, c, x). A red box highlights the "Control Fields" button in the navigation bar. A red arrow points from this button to the "Control Fields" dialog box, which is open in the foreground. The dialog box has tabs for "Basic", "Intermediate", "Advanced", and "Form of Item". The "Basic" tab is selected, showing options for "Date of Publication" (Step 1: Select type, Step 2: Select sub-type, Step 3: Enter date information) and "Target audience". The "Date of Publication" section includes radio buttons for "Single date", "Multiple dates", "Serial publication", "B.C. date involved", "Unknown date", and "Questionable date". The "Target audience" section includes a dropdown menu for "Unknown or not specified". The "Place of publication" section includes a dropdown menu for "English". The "Language" section includes a dropdown menu for "English". The "Control Fields" dialog box also has "OK", "Cancel", and "Help" buttons. At the bottom of the main window, there is a "Tips" section and an "Examples" section. The "Tips" section states: "Enter birth and/or death dates to distinguish the author from another author of the same name. The birth name is always followed by a hyphen." The "Examples" section shows: "1910-1842-1922 b. 1826 1792?-1841 d. 1400" and "Author is still living. b. is abbreviation for born. Death date is unknown. d. is abbreviation for died. Birth date is unknown." The status bar at the bottom of the window shows "Template: Book (not atlas or songbook)", "Material type: Book (not atlas or songbook)", and "NUM".



MARC Magician Professional How-To: Create Records

Control Fields

Dialog box panels offer a variety of control field options.

The 'Basic' tab of the Control Fields dialog box. It includes sections for 'Date of Publication' with steps for selecting type, sub-type, and entering date information. It also has dropdowns for 'Target audience', 'Place of publication', and 'Language'. The 'Basic' tab is highlighted with a red box.

The 'Intermediate' tab of the Control Fields dialog box. It features two list boxes: 'Illustrations (0 of 4 selected)' and 'Nature of contents (0 of 4 selected)'. Below these are dropdowns for 'Literary form', 'Index', 'Type of record', 'Biography', and 'Festschrift'. The 'Intermediate' tab is highlighted with a red box.

The 'Advanced' tab of the Control Fields dialog box. It contains dropdowns for 'Modified record', 'Cataloging source', 'Government publication', 'Conference publication', 'Record status', 'Bibliographic level', 'Type of control', 'Encoding level', 'Descriptive cataloging form', and 'Multipart resource record level'. The 'Advanced' tab is highlighted with a red box.

The 'Form of Item' tab of the Control Fields dialog box. It includes a dropdown for 'Form of item' and a list of options: 'Not a reproduction', 'Aperture card', 'Braille', 'Direct electronic', 'Electronic', 'Large print', 'Microfiche', 'Microfiche cassette', 'Microfilm cartridge', 'Microfilm cassette', 'Microfilm reel', 'Microfilm roll', 'Microfilm slip', 'Microopaque', 'Not a reproduction', 'Online', 'Other microform', and 'Regular print reproduction'. It also has dropdowns for 'Color', 'Emulsion on film', 'Generation', and 'Base of film'. The 'Form of Item' tab is highlighted with a red box.



MARC Magician Professional How-To: Create Records

Holdings

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

The screenshot shows the Cataloger2 software interface. The 'Easy Entry' menu option is highlighted with a red box and a red arrow. The main window displays a list of holdings with fields for call number, location, and price. The 'Field' dropdown is set to '100 (Main Entry -- Personal Name)'. The 'Subfield' dropdown is set to '\$a (Personal name)'. The 'Active Error Checking' section shows a message: 'no title (245 \$a)'. The 'Tips' section provides instructions on entering author names. The 'Examples' section shows examples of author names and their corresponding indicators.

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

Tips:
Enter the primary or only author's name here. Do not include dates in this subfield. Do not use this field for editors or if there are more than three primary authors.

Examples:
Fitzgerald, David
Seal (Musician)
Seuss, Dr.
Milne, A. A. (Alan Alexander), 1882-1956

Set first indicator to Surname
Set first indicator to Forename
Set first indicator to Surname
Be sure to leave one space between initials.

Template: Book (not atlas or songbook) | Material type: Book (not atlas or songbook) | NUM



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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.

The screenshot shows the MARC Magician Cataloger2 interface. A red arrow points from the text above to the 'H' icon in the toolbar. The Holdings dialog box is open, showing fields for Call number, Classification number, Item or cutter number, and Suffix. The 'Type of holdings' is set to '852 with 4 part call number'. The background shows a list of records with fields 100, 245, 250, 260, 300, 520, 650, and 650.

Holdings

1

Delete

Type of holdings: 852 with 4 part call number

Call number

Prefix:

Classification number:

Item or cutter number:

Suffix:

Bar code:

Cost:

Collection or sublocation:

Help

Type the prefix to the call number (if needed). Examples: REF, AV

New Duplicate OK Cancel Help

Tips:

Transcribe the main part of title as it appears on title page. Start at the top of the page or with the part indicated by bold type. Capitalize only the first word and proper nouns. Punctuation can be modified from the title page.

Examples:

Ernest Hemingway's short stories
I'm nobody! Who are you?
Los tres osos = The three bears
Hans Brinker, or, The silver skates
The plays of Oscar Wilde

Retain punctuation if important to meaning.
First portion of a bilingual title.
Alternative title (with or)

Field: 245 (Title Statement)

Subfield: \$a (Title)

Active Error Checking:
no title (245 \$a)

For Help, press F1

Template: Book (not atlas or songbook) Material type: Book (not atlas or songbook) NUM

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



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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	Video...	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	Video...			Roosevelt, Franklin D. (Frankli...	New		Batch 1	10/07/13 09:...	User 1	6
OK		FDR [gideorecording] : fear itself (1921-1...	1994	Video...			Roosevelt, Franklin D. (Frankli...	New		Batch 2	10/15/2013 ...	User 1	6
OK		FDR [gideorecording] : the center of the ...	1994	Video...			Roosevelt, Franklin D. (Frankli...	New		Batch 1	10/07/13 09:...	User 1	6
OK		FDR [gideorecording] : the center of the ...	1994	Video...			Roosevelt, Franklin D. (Frankli...	New		Batch 2	10/15/2013 ...	User 1	6
OK		FDR [gideorecording] : the grandest job i...	1994	Video...			Roosevelt, Franklin D. (Frankli...	New		Batch 1	10/07/13 09:...	User 1	6
OK		FDR [gideorecording] : the grandest job i...	1994	Video...			Roosevelt, Franklin D. (Frankli...	New		Batch 2	10/15/2013 ...	User 1	6
OK		FDR [gideorecording] : the juggler (1940-...	1994	Video...			Roosevelt, Franklin D. (Frankli...	New		Batch 1	10/07/13 09:...	User 1	6
OK		FDR [gideorecording] : the juggler (1940-...	1994	Video...			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	Video...	508.678 JOU	501132100004...	Natural history -- Tanzania -- ...	New		Batch 1	10/07/13 09:...	User 1	11
OK		Journey to Kilimanjaro [gideorecording] / ...	1994	Video...	508.678 JOU	501132100004...	Natural history -- Tanzania -- ...	New		Batch 2	10/15/2013 ...	User 1	11
OK		Lightning! [gideorecording] / WGBH/Bost...	1995	Video...	551.5 LIG	501132100004...	Lightning.	New		Batch 1	10/07/13 09:...	User 1	10
OK		Lightning! [gideorecording] / WGBH/Bost...	1995	Video...	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](#).



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**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!