

Chapter 14 -- Using the MARC Editor

Records can be edited during the import process or at any time by selecting the MARC Edit view. The default for MARC Edit displays the subfields on one line.

The screenshot shows the Evergreen MARC Editor interface. At the top, the browser address bar shows '1: hm-cat1@HMMPL-sarahc.evergreen.lib.in.us'. The menu bar includes 'File', 'Edit', 'Search', 'Circulation', and 'Cataloging'. The status bar shows 'Record 2 of 2' and navigation buttons: 'Start', 'Previous', 'Next', 'End'. Below the navigation is an 'Options' section with a checkbox for 'Stack subfields' and buttons for 'Validate', 'Save Record', and 'Help'. The main area is titled 'MARC Record' and contains a table with columns: 'LDR', 'Part', 'L1xt', 'za', 'FMus', 'in', 'AccM', 'Lomp', and 'inn'. Below the table is a list of MARC data lines:

```

LDR | 01056cim a22003014a 4500
001 | ocm49398050
003 | OCoLC
005 | 20020401124016.0
007 | sd fungnn----u
008 | 020326s2002 nyunnn za eng d
040 | $a CLE $c CLE $d XZH
020 | $a 0743523210
028 0 2 | $a A 2722 $b Recorded Books
049 | $a XZHA
100 1 | $a Solomon, Andrew, $d 1963-
245 1 4 | $a The noonday demon $h [book on CD] / $c Andrew Solomon.
260 | $a New York : $b Simon & Schuster Audio ; $a Prince Frederick, MD : $b Recorded Books, $c p2002.
300 | $a 4 sound discs : $b digital ; $c 4 3/4 in.
500 | $a Abridged.
511 0 | $a Read by the author.
590 | $a ISBN # on case is 0-7435-2322-9.
650 0 | $a Depression, Mental.
650 0 | $a Depressed persons $v Case studies.
650 0 | $a Books on CD.
998 | $a a93555
901 | $a 5066773 $b System $c 5066773
    
```

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If you prefer, you can place a check mark in the Stack subfield box, and the subfields will each display on a separate line as shown below:

The screenshot shows the MARC Editor interface with the following data:

Record Summary

Title: The noonday demon
 Author: Solomon, Andrew
 TCN: (System) 5066773
 Created By: (EG-IN) 1010101010101
 Edition:
 Last Edited By: (EG-IN) 1010101010101
 Pub Date: p2002
 Last Edited On: 08/24/08

Record 2 of 2 [Start] [Previous] [Next] [End] Actions for this Record

Options

Stack subfields [Validate] [Save Record] [Help]

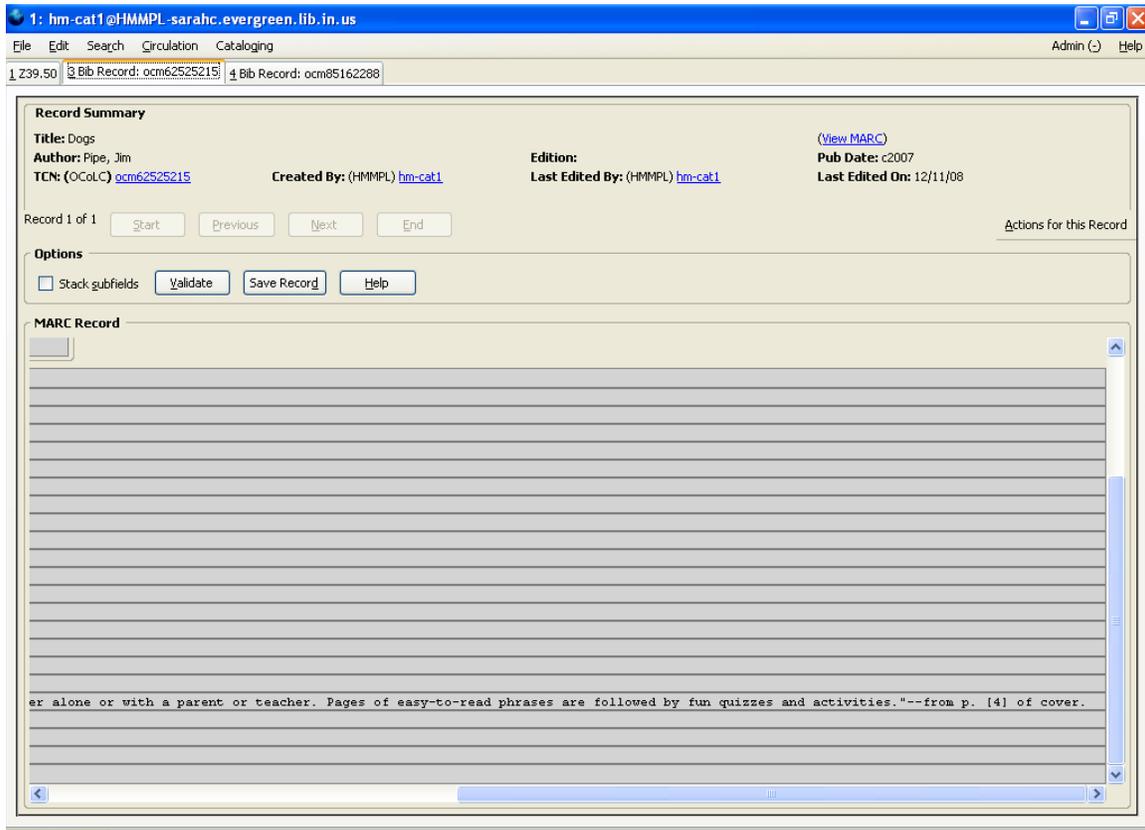
MARC Record

IFAR	Part	LIxt	za	tMus	n	AccM	Lomp	nn
LDR		01056cim	a22003014a	4500				
001		ocm49398050						
003		OCOLC						
005		20020401124016.0						
007		sd	fungmn	---	u			
008		020326s2002	nyunnn	za	eng	d		
040		+a CLE						
		+c CLE						
		+d XZH						
020		+a 0743523210						
028	0 2	+a A 2722						
		+b Recorded Books						
049		+a XZHA						
100	1	+a Solomon, Andrew,						
		+d 1963-						
245	1 4	+a The noonday demon						
		+b [book on CD] /						
		+c Andrew Solomon.						
260		+a New York :						
		+b Simon & Schuster Audio ;						
		+a Prince Frederick, MD :						
		+b Recorded Books,						
		+c p2002.						

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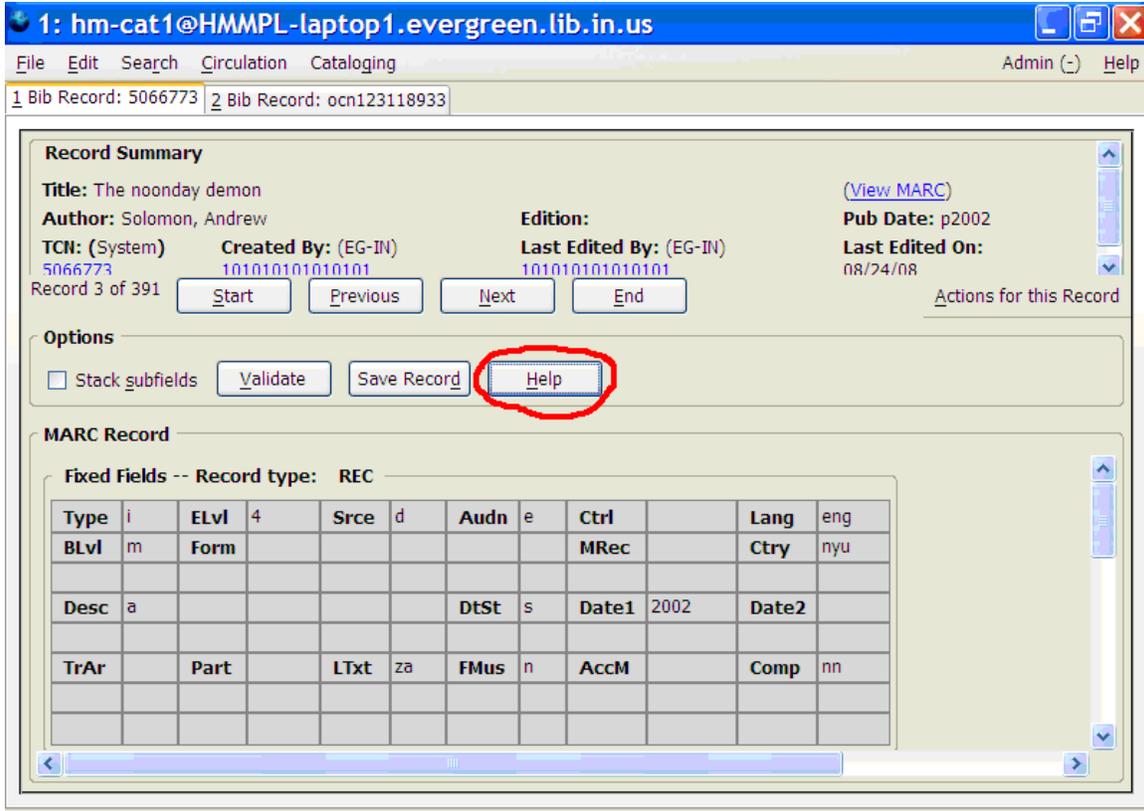
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Note that there is no text wrapping, so fields with a lot of information in one subfield, such as the 520 field will display as one very long line:



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To edit the fixed fields, it is easiest to click on the name of the field. If you simply place your cursor in the field, the system does not always allow you to edit the field. Any time you edit a record, please remember to fill in the Audience field, which makes the Audience search more effective.

Notice under Options the button labeled "Help." Clicking **Help (Alt + H)** opens a handy dialog box with shortcuts used in editing MARC records. Currently the last 3 items listed (Create/Replace) do not seem to be functioning commands.



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Add Row will insert the new line below the line with the cursor.

Insert Row will insert the new line above the line with the cursor.

Catalogers are strongly encouraged to add appropriate, valid Library of Congress subject headings to records. When adding or editing the record for one version of a title, it greatly benefits the community to enrich the database by copying any additional subject headings from other versions of that title (large print, audiobooks, etc.).

Unfortunately, copying subject headings with multiple subfields in Evergreen is rather cumbersome.

It can be done two ways. If you copy the field from the record in the MARC edit view, you will have to copy and paste each subfield individually. If you use MARC view for the record you are copying from, rather than MARC edit, you can copy the entire field. However, when you paste, the MARC editor will not recognize the subfield delimiters.

The screenshot shows a web browser window titled "1: hm-cat1@HMMPL-laptop1.evergreen.lib.in.us". The browser's address bar and menu bar are visible. The main content area displays a "Record Summary" for a record with title "Ramona and her father". The summary includes fields for Author (Cleary, Beverly), Edition, Pub Date (p1990), and Last Edited On (08/24/08). Below the summary are buttons for "Start", "Previous", "Next", and "End". The "MARC View" section shows a list of MARC fields with their subfields. The field 650 1 is highlighted, showing subfields "Family life" and "Fiction".

Field	Subfields
300	2 sound cassettes (154 min.): analog, stereo., Dolby processed.
306	023400
500	Complete & unabridged.
520	The family routine is upset during Ramona's year in second grade when her father unexpectedly loses his job.
590	Read by Stockard Channing.
590	Browsing Bin: Fiction.
650 1	Fathers and daughters Fiction.
650 1	Family problems Fiction.
650 1	Family life Fiction.
650 1	Audiocassettes.
700 1	Channing, Stockard.

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The previous record is shown in the MARC view. The highlighted subfield was copied to paste into the following record.

The screenshot shows the MARC Editor interface. The window title is "1: hm-cat1@HMMPL-laptop1.evergreen.lib.in.us". The menu bar includes "File", "Edit", "Search", "Circulation", "Cataloging", "Admin (-)", and "Help". The main content area is divided into several sections:

- Record Summary:** Title: Ramona and her father; Author: Cleary, Beverly.; Edition: ; Pub Date: p2004; TCN: (System) 5088823; Created By: (EG-IN) 101010101010101; Last Edited By: (EG-IN) 101010101010101; Last Edited On: 08/24/08. Record 13 of 391. Buttons: Start, Previous, Next, End. Actions for this Record.
- Options:** Stack subfields. Buttons: Validate, Save Record, Help.
- MARC Record:** A list of MARC fields. The field 650 1 is highlighted, showing the subfield 'a' with the value 'Family life *xFiction.'

Note how the pasted subfield highlighted above does not show the subfield delimiter in blue. It is black like text, rather than blue which indicates a subfield. If it is not changed the system will not recognize this as a subfield, but rather part of the text of the main subject heading. To correct this, place the cursor at the end of subfield a. Type **Control + D** to insert the subfield delimiter, then type the value of the subfield in the delimiter box, and delete the empty spaces after the delimiter, as well as the delimiter symbols and value which were pasted in.

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1: hm-cat1@HMMPL-laptop1.evergreen.lib.in.us

File Edit Search Circulation Cataloging Admin (-) Help

1 Bib Record: 5088823 2 Bib Record: 5018831 3 Catalog

Record Summary

Title: Ramona and her father [\(View MARC\)](#)
Author: Cleary, Beverly. **Pub Date:** p2004
TCN: (System) 5088823 **Created By:** (EG-IN) 101010101010101 **Last Edited By:** (EG-IN) 101010101010101 **Last Edited On:** 08/24/08
Record 13 of 391 [Actions for this Record](#)

Options

Stack subfields

MARC Record

511	0	#a Read by Stockard Channing.
500		#a Unabridged.
520		#a The family routine is upset during Ramona's year in second grade when her father
538		#a Compact disc.
650	1	#a Fathers and daughters +v Fiction.
650	1	#a Family problems +v Fiction.
650	1	#a Family life #x Fiction.
650	1	#a Books on CD.
700	1	#a Channing, Stockard.
998		#a a121154
901		#a 5088823 #b System #c 5088823

Note that the subfield delimiter symbol and value are now blue.

Whenever you edit a MARC record please refer to the Evergreen Indiana Procedures Guide to ensure that you have edited the record to meet the standards of the consortium.

Once you have made all the changes to the MARC record which are desired, you will save the record. If you do not save your record before closing the tab or if you change the tab to another task while this tab is active, your changes will all be lost. Do not forget to save your work.

Click the **Save Record (Alt + D)** button in the Options section. A dialog box will pop up telling you your work has been saved. If you do not see this box, your work has probably been lost. Note that there is no Undo function, so closing without saving your work can be used to undo changes.



Validation???? More information forthcoming.