

Adding subject headings:

“s” select

“b” bib

Now you’re in editing bib mode and can choose:

“a” add tag

Choose 650 or whatever tag you need to add. The system might prompt you that this is a repeating tag and ask you where you want to place it (“place after which line?”).

The system will then ask you if you want to place default data in the line. I believe this hinges on the cataloging template, which is set up with certain subfields already placed in the tag. I always tell it “no” but you can do what you like here. (I just tested this and the system puts “[subject]” in the field, which is not useful at all; I recommend you tell it “no” you don’t want default data).

When you enter your data, the system will flip you out to the authority file so you can choose an existing authority and link your bib. record to it. For example, I just added a heading “Operating systems (Computers)” I typed it in the 650 and when I hit “enter” I was in the authority file. I can see my heading already has an authority for it and there is a little carrot symbol pointing to it. The authority for the heading I want is number “3” so I’ll choose “3” That takes me to the authority record itself.

Once I’m in the authority, the system will say “Press enter to edit the authority” but you don’t want to do that. As long as you are in the proper authority (for the heading you want), you want to “s” for “select” The system will then ask you if you want an ending punctuation. You will add a period here if your subject heading in the bib should have a period following. (For my example, it shouldn’t as it ends with a parenthesis: Operating systems (Computers)) You will either enter an end of field period here, or just hit enter.

Now, you’re back in your bib. record, and this should look very familiar to you. You’ll have the prompt at the bottom saying “enter subfield label or description; or press enter to finish editing the tag field.” Since I chose the correct authority, I’m finished, so I’ll press enter to finish editing the tag. And then FILE. That’s it.

The complications will arise when there is no authority record for what you are trying to enter. Then the system will prompt you to enter a new authority record. Perhaps these you could forward to me until I have a chance to spend some time with you showing you how that works?

Hope this helps! If you run into any trouble, please do give me a call. (620-235-4895)

Morgan