

CHANGES TO THE BIB RECORD

CHANGES TO RECORD NOT INVOLVING AUTHORITIES

Changes to the bib record not involving authorities are fairly simple, but not as simple as clicking and typing. Mouse clicking is not the way to do it! Once you understand some simple line commands, though, it is not difficult.

Before **any** change to the bib record, you will give the commands “s” (select) and “b” (bib) when you are in the record you want to edit.

Adding holdings to the 049:

```
AnzioWin - axelib
File Edit View Diagnose Communicate Transfer Macros Help

MARC PROCESSING

BIB KEY: 1004803                                FORMAT: MU
1. +LD 00962cjm 2200092 a 4500
2. 007 sdufsngnn ee
3. 008 870716s1986 cauppn eng d
4. 024 1 a7777463242
5. 028 02 aCDP 7 46324 2$bCapitol
6. 043 an-us---
7. 049 00 aLQ6
8. 099 aCD$aBeach Boys$aOLDIES
9. 110 2 aBeach Boys.
10. 245 10 aMade in U.S.A.$h[sound recording] /$cBeach Boys.
11. 260 aHollywood, Calif. :$bCapitol Records,$cpl1986.
12. 300 al sound disc :$bdigital, stereo. ;$cl 3/4 in.
13. 505 00 tSurfin' safari --$t409 --$tSurfin' U.S.A. --$tBe true to your sc
    hool --$tSurfer girl --$tDance, dance, dance --$tFun, fun, fun --
    $tI get around --$tHelp me, Rhonda --$tDon't worry baby --$tCalif
    ornia girls --$tWhen I grow up (to be a man) --$tBarbara Ann --$t
    Good vibrarions --$tHeroes and villains --$tWouldn't it be nice -
=== More on Next Screen ===

#, File, Quit, Delete, Add tag, Copy tag, Update(#), <enter> : 7

AnzioWin Version 12.5m NUM
```

Type the line number of the line you want to edit. In this case, the 049 is line 7. Enter twice to page past the indicators. When you see the definition of the line you want to edit and the subfield you want to edit (in this case “a”), then you are ready to give your edit command.

MARC PROCESSING

BIB KEY: 1004803 FORMAT: MU
1. +LD 00962cjm 2200092 a 4500
2. 007 sdufsngnn ee
3. 008 870716s1986 caupn eng d
4. 024 1 a7777463242
5. 028 02 aCDP 7 46324 2\$bCapitol
6. 043 an-us---
7. 049 00 aLQ6
8. 099 aCD\$aBeach Boys\$aOLDIES
9. 110 2 aBeach Boys.
10. 245 10 aMade in U.S.A.\$h[sound recording] /\$cBeach Boys.
11. 260 aHollywood, Calif. :\$bCapitol Records,\$cp1986.
12. 300 al sound disc :\$bdigital, stereo. ;\$cl 3/4 in.
13. 505 00 tSurfin' safari --\$t409 --\$tSurfin' U.S.A. --\$tBe true to your sc
hool --\$tSurfer girl --\$tDance, dance, dance --\$tFun, fun, fun --
\$tI get around --\$tHelp me, Rhonda --\$tDon't worry baby --\$tCalif
ornia girls --\$tWhen I grow up (to be a man) --\$tBarbara Ann --\$t
Good vibrarions --\$tHeroes and villains --\$tWouldn't it be nice -
=== More on Next Screen ===
049 LOCAL HOLDINGS
Holding Lib code : a

In this case, what we want to do is add Eureka holdings after the holdings code of Pittsburg Public Library. We want to append. In Dynix, the command is “.a”

MARC PROCESSING

FORMAT: MU

BIB KEY: 1004803
1. +LD 00962cjm 2200092 a 4500
2. 007 sdufsngnn ee
3. 008 870716s1986 caupn eng d
4. 024 1 a7777463242
5. 028 02 aCDP 7 46324 2\$bCapitol
6. 043 an-us---
7. 049 00 aLQ6
8. 099 aCD\$aBeach Boys\$aOLDIES
9. 110 2 aBeach Boys.
10. 245 10 aMade in U.S.A.\$h[sound recording] /\$cBeach Boys.
11. 260 aHollywood, Calif. :\$bCapitol Records,\$cp1986.
12. 300 al sound disc :\$bdigital, stereo. ;\$cl 3/4 in.
13. 505 00 tSurfin' safari --\$t409 --\$tSurfin' U.S.A. --\$tBe true to your sc
hool --\$tSurfer girl --\$tDance, dance, dance --\$tFun, fun, fun --
\$tI get around --\$tHelp me, Rhonda --\$tDon't worry baby --\$tCalif
ornia girls --\$tWhen I grow up (to be a man) --\$tBarbara Ann --\$t
Good vibrarions --\$tHeroes and villains --\$tWouldn't it be nice -

=== More on Next Screen ===

049 LOCAL HOLDINGS

Holding Lib code : a.a_

Then enter [space]BZ9 and hit enter again.

The result will look like this:

```
AnzioWin - axelib
File Edit View Diagnose Communicate Transfer Macros Help

MARC PROCESSING

BIB KEY: 1004803                                FORMAT: MU
1. +LD 00962cjm 2200092 a 4500
2. 007 sdufsngnn ee
3. 008 870716s1986 cauppn eng d
4. 024 1 a7777463242
5. 028 02 aCDP 7 46324 2$bCapitol
6. 043 an-us---
7. 049 00 aLQ6 BZ9
8. 099 aCD$aBeach Boys$aOLDIES
9. 110 2 aBeach Boys.
10. 245 10 aMade in U.S.A.$h[sound recording] /$cBeach Boys.
11. 260 aHollywood, Calif. :$bCapitol Records,$cpl1986.
12. 300 al sound disc :$bdigital, stereo. ;$cl 3/4 in.
13. 505 00 tSurfin' safari --$t409 --$tSurfin' U.S.A. --$tBe true to your sc
hool --$tSurfer girl --$tDance, dance, dance --$tFun, fun, fun --
$tI get around --$tHelp me, Rhonda --$tDon't worry baby --$tCalif
ornia girls --$tWhen I grow up (to be a man) --$tBarbara Ann --$t
Good vibrarions --$tHeroes and villains --$tWouldn't it be nice -
=== More on Next Screen ===
049 LOCAL HOLDINGS
Enter subfield label or description:
(or press <enter> to finish editing the tag field)
AnzioWin Version 12.5m NUM
```

WHEN THE SCREEN SAYS “ENTER SUBFIELD LABEL OR DESCRIPTION OR PRESS <ENTER> TO FINISH EDITING THE TAG FIELD”, AN ADDITIONAL “ENTER” COMMAND IS NECESSARY TO EXIT OUT OF THE TAG.

Once you’ve exited out of the tag you edited, you can “f” for “file” to make the changes permanent, or “q” for quit if you’ve made a mistake (and tell the system “yes” you want to ignore the changes you’ve made).

Editing the GMD (245, subfield “h”):

Proceed as you did for the 049, choosing the line number for the 245 in your record. In this case, once you’ve chosen the 245 line, you will hit enter one more time (3) to page to the subfield “h”

MARC PROCESSING

BIB KEY: 1004803 FORMAT: MU
1. +LD 00962cjm 2200092 a 4500
2. 007 sdufsngnn ee
3. 008 870716s1986 caupn eng d
4. 024 1 a7777463242
5. 028 02 aCDP 7 46324 2\$bCapitol
6. 043 an-us---
7. 049 00 aLQ6
8. 099 aCD\$aBeach Boys\$aOLDIES
9. 110 2 aBeach Boys.
10. 245 10 aMade in U.S.A. h[sound recordings] / cBeach Boys.
11. 260 aHollywood, Calif. :\$bCapitol Records,\$cp1986.
12. 300 al sound disc :\$bdigital, stereo. ;\$cl 3/4 in.
13. 505 00 tSurfin' safari --\$t409 --\$tSurfin' U.S.A. --\$tBe true to your sc
hool --\$tSurfer girl --\$tDance, dance, dance --\$tFun, fun, fun --
\$tI get around --\$tHelp me, Rhonda --\$tDon't worry baby --\$tCalif
ornia girls --\$tWhen I grow up (to be a man) --\$tBarbara Ann --\$t
Good vibrations --\$tHeroes and villains --\$tWouldn't it be nice -
=== More on Next Screen ===
245 Title Statement
Medium (GMD) : h_

You can see here that the subfield definition shows in the black bar and “h” is ready for your edit. Type your change and hit enter. When editing GMDs, please note that you will need to enter [space] [punctuation] after your bracketed phrase. The system will not do it for you. In this case, at the “h” prompt, you will type:

[sound recording] /

and hit enter. Since subfield “c” comes after “h” in this line, you can either enter twice more to go beyond “c” and back out of the tag, or you can enter the command “.s” to skip back out. To make the change permanent, “f” or “file” the bib record.

To add a long note, such as a 520:

In the bib record, type “a” for add field.

Tell the system where you want to add the field if it asks. 5xx are often repeatable, so it may want to know where you want to put it.

If the system asks if you want default data in the field, just say "no."

When you see this screen:



The screenshot shows a window titled 'AnzioWin azelib' with a menu bar (File, Edit, View, Diagnose, Communicate, Transfer, Macros, Help). The main display area contains the following text:

```
MARC PROCESSING

BIB KEY: 1004803                                FORMAT: MU
14. 520      a
15. 538      aCompact disc.
16. 650      0 aPopular music.
17. 650      0 aRock music.
18. 650      0 aCompact discs.
### END OF RECORD ###

520 Summary, Etc. Note
Summary/abstract/scope/etc not : a

AnzioWin      Version 12.5m      NUM
```

type ".t" and this will take you to the text editor.

From here, type the number "1" to edit the first line of the text editor and then just start typing your note. As you type it will fill up the numbered lines of the text editor. When you're done, hit enter and then ".s" to skip the next lines. If you don't type ".s" the text editor will take you through each numbered line to see if you want to edit them. Now "file." The text editor should put all this text in your note field.

You will then have to "press enter to finish editing the tag" and "f" (file) again to file your bib record.

AUTHORITY/ACCESS POINT CHANGES IN BIBS

Changing a subject heading:

Let's say I'd like to change the subject heading "Help-seeking behavior" to "Helping behavior." First I'll check the LCSH to make sure my heading is valid. Then, I'll make the change in the bib. record. First "s" (select), "b" (bib), just as if you are adding your holdings to the 049. Then, instead of choosing the 049 tag to edit, we'll choose the line number of the tag we want to change.

```

                                     MARC PROCESSING
BIB KEY: 872399                                FORMAT: BK
17. 533      aElectronic reproduction.$bBoulder, Colo. :$cNetLibrary,$d2000.$n
             Available via the World Wide Web.$nAvailable in multiple electron
             ic file formats.$nAccess may be limited to NetLibrary affiliated
             libraries.
18. 650      0 aMastery learning.
19. 650      0 aHelp-seeking behavior.
20. 650      0 aQuestioning.
21. 650      0 aSocial interaction in children.
22. 650      0 aMotivation in education.
23. 650      0 aTeaching.
24. 650      0 aElectronic information resources.
25. 655      7 aElectronic books.$2local
26. 700      1 aKarabenick, Stuart A.
27. 710      2 aNetLibrary, Inc.
28. 776      1 cOriginal$z0805823840$w(DLC) 98011402$w(OCOLC)38326218
29. 856      4 3Bibliographic record display$uhttp://library.pittstate.edu:2048/
             login?url=http://www.netLibrary.com/urlapi.asp?action=summary&v=1
=== More on Next Screen ===

#, File, Quit, Delete, Add tag, Copy tag, Update(#), <enter> : 19_
AnzioWin Version 12.5m NUM
```

Press "enter" at the indicators until you get to the point where you can edit subfield "a." Type "Helping behavior" and press "enter." Since you are trying to edit an authority controlled field, when you press "enter" the system takes you to the authority file like this:

AnzioWin - axelib
 File Edit View Diagnose Communicate Transfer Macros Help
 17 APR 2007 PSU / Pittsburg State University 08:11am
 Cataloging

Your Search: HELPING BEHAVIOR

Selected (May be truncated)	Authorities	Titles
1. Helper, Hinton Rowan, 1829-1909. Impending crisis of the South	1	1
2. Helpfulness -- Fiction	1	2
> 3. Helping behavior	1	44
4. See Also: Altruism	1	20
5. See Also: Caring	1	22
6. See Also: Counseling	1	327
7. Helping behavior -- Case studies	1	1

- - - More on Next Screen - - -

Enter a line number for more detail :
 P=Previous Screen, S=Select, E=Edit, D=Display Works, C=Create authority

AnzioWin Version 12.5m NUM

Number "3" on your screen is the heading that you want, so you'll next enter "3" to go into the authority, then "s" for "select." Then, pay attention to the bottom of the screen. You'll get a prompt regarding end of field punctuation that you want in the bib record heading. Some fields will get a period and some will not. You need to make the decision.

DYNIX #: 193577.1

```
LEADER 00432cz 2200181n 4500
001 lcs00059420
003 DLC
005 20060111174505.0
008 860211i| anannbab| |b ana |||
010 sh 85060103
035 (LCS)sh 85060103
040 DLC$cDLC$dDLC
150 0 Helping behavior
450 0 Behavior, Helping
550 0 $wg$aHuman behavior
550 0 $wg$aInterpersonal relations
550 0 Altruism
550 0 Caring
```

- - - - End of Authority Info - - - -

```
AUTHORITY: 150 0 $aHelping behavior
Enter ending punctuation or press <enter> to continue: _
```

“Helping behavior” will get an end of field period in the bibliographic record. So, here enter a period “.” and press “enter.”

MARC PROCESSING

BIB KEY: 872399 FORMAT: BK
17. 533 aElectronic reproduction.\$bBoulder, Colo. :\$cNetLibrary,\$d2000.\$n
Available via the World Wide Web.\$nAvailable in multiple electron
ic file formats.\$nAccess may be limited to NetLibrary affiliated
libraries.
18. 650 0 aMastery learning.
19. 650 0 aHelping behavior.
20. 650 0 aQuestioning.
21. 650 0 aSocial interaction in children.
22. 650 0 aMotivation in education.
23. 650 0 aTeaching.
24. 650 0 aElectronic information resources.
25. 655 7 aElectronic books.\$2local
26. 700 1 aKarabenick, Stuart A.
27. 710 2 aNetLibrary, Inc.
28. 776 1 cOriginal\$z0805823840\$w(DLC) 98011402\$w(OCOLC)38326218
29. 856 4 3Bibliographic record display\$uhttp://library.pittstate.edu:2048/
login?url=http://www.netLibrary.com/urlapi.asp?action=summary&v=1
=== More on Next Screen ===
650 Subject AE - Topical Term
Enter subfield label or description: _
(or press <enter> to finish editing the tag field)

Your subject heading has been changed. The prompt at the bottom (above) should look familiar to you. Here, if you have edited everything you need to in the heading, you'll press "enter" to "finish editing the tag field" and then "file" to make the change permanent in the record. If you've made a mistake, you can always choose "q" to quit and let the system forget your changes.

Let's change a name heading. The heading for "Brion, Marcel, 1895-" now has a death date and the authorized version is "Brion, Marcel, 1895-1984." Our bib lacks the death date. Go into the heading as we did with the subject heading. We will "s" (select), "b" (bib) and then choose the line number of the heading we want to change. Hit "enter" until the system takes you to the authority file. When we get to the authority file, there is no heading with the death date that we can choose, so we'll have to make a change to the current authority.

The screenshot shows the AnzioWin software interface. At the top, the title bar reads "AnzioWin - axelib". Below it, a menu bar includes "File", "Edit", "View", "Diagnose", "Communicate", "Transfer", "Macros", and "Help". A status bar at the top displays "17 APR 2007", "PSU / Pittsburg State University", and "08:33am". Below the status bar, the word "Cataloging" is visible. The main area shows the search results for "BRION MARCEL 1895".

Selected (May be truncated)	Authorities	Titles
1. Brion, John M.	1	1
2. Brion, Keith	1	7
> 3. Brion, Marcel, 1895-	1	11
4. Briones, Angel Valbuena	0	0
5. See: Valbuena Briones, Angel	1	2
6. Briones, Claudia	1	1
7. Briquet, C.-M. (Charles-Moise), 1839-1918	1	1

- - - More on Next Screen - - -

Enter a line number for more detail :

P=Previous Screen, S=Select, E=Edit, D=Display Works, C=Create authority

The bottom status bar shows "AnzioWin Version 12.5m" and "AUTHORITYTRAIN - Microsoft Word".

Choose "3" and go into the authority.

Press “enter” to edit the authority as the prompt at the bottom of the screen is asking you to do. Once you press enter, the system will want to know which line of the authority you want to change (just like the bib record does when you are making changes there). We’re going to choose line “4” because that’s the line on which the heading appears.



MARC PROCESSING

```
AUTHOR AUTHORITY KEY: 359655.1          FORMAT: AU
1. +LD 00121nz 2200040o 4500
2. 005 20060110200629.0
3. 008 93 1018 f acnnbbbn      ub aac      d
4. 100 10 aBrion, Marcel,$d1895-
### END OF RECORD ###
```

#, File, Quit, Delete, Add tag, Copy tag, Update(#) : 4_

AnzioWin Version 12.5m NUM

The we’ll press “enter” until we get to the place in the heading we want to edit (here it is subfield “d”)

MARC PROCESSING

AUTHOR AUTHORITY KEY: 359655.1

FORMAT: AU

1. +LD 00121nz 2200040o 4500
2. 005 20060110200629.0
3. 008 93 1018 f acnnbbbn ub aac d
4. 100 10 aBrion, Marcel, d1895-
END OF RECORD

100 Heading- Name (Personal)

Dates associated with a name : d_

Now that you are in a position to edit subfield “d,” you can enter the command to **append** information. That command is “.a” You will then enter “1984” (with no end of field punctuation as that does not belong in the authority).

MARC PROCESSING

BIB KEY: 132607 FORMAT: BK
17. 505 tItaly /\$rG. C. Argan and N. Ponente --\$tSpain /\$rV. Apollonio --
\$tPoland, Yugoslavia /\$rO. Bihali-Merin --\$tGermany, Austria, Sw
itzerland /\$rW. Grohmann --\$tGreat Britain /\$rH. Read --\$tHolland
/\$rH. L. C. Jaffe --\$tScandinavia /\$rJ. P. Hodin --\$tUSA /\$rS. H
unter.
18. 590 aD281549\$ac.1
19. 650 0 aArt, Modern\$y20th century\$xHistory.
20. 650 0 aPainting, Modern\$y20th century\$xHistory
21. 700 10 aGrohmann, Will,\$d1887-1968.\$wln
22. 700 10 aBrion, Marcel,\$d1895-1984.
END OF RECORD

700 Added Entry - Name(Personal)
Enter subfield label or description:
(or press <enter> to finish editing the tag field)

AnzioWin Version 12.5m NUM

Press "enter" to finish editing the tag and "F" (file) to conclude your edits in the bibliographic record.