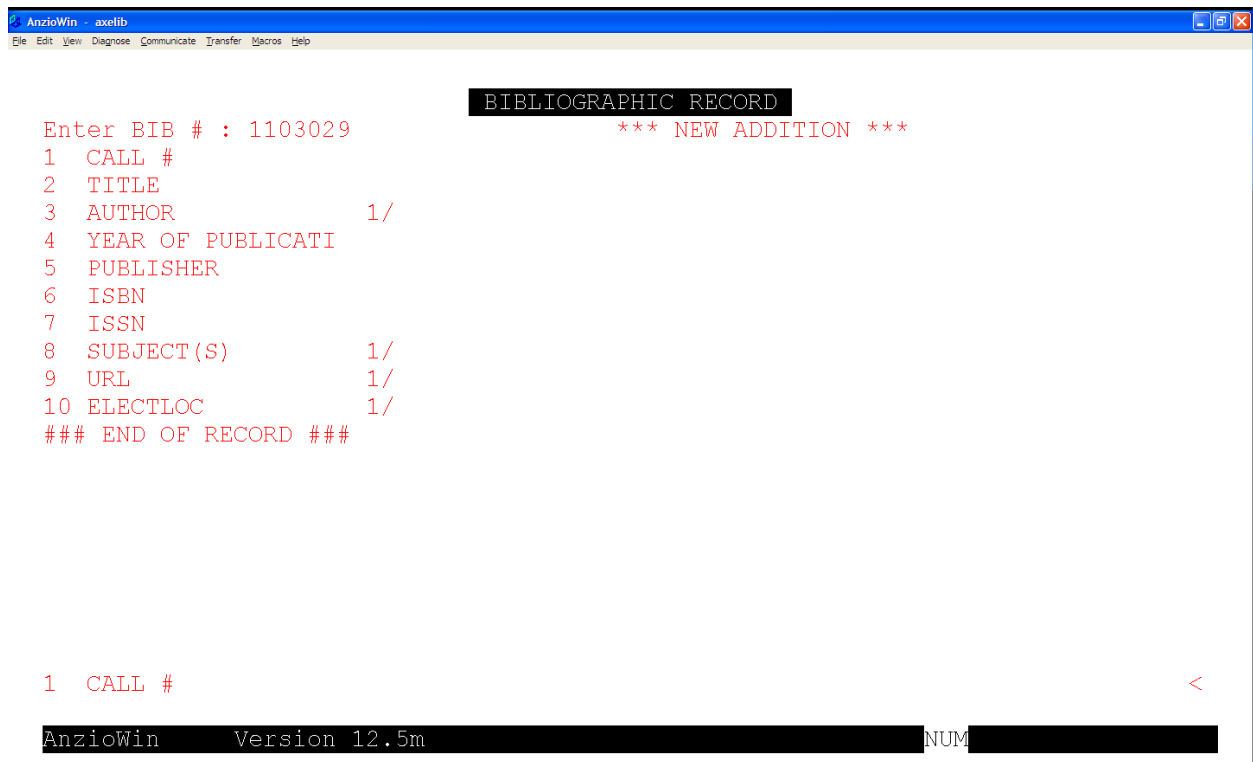


Two different ways to add a new bib. Record:

BSE (Bibliographic short entry) looks like this:



The screenshot shows a terminal window titled "AnzioWin - axelib" with a menu bar (File, Edit, View, Diagnose, Communicate, Transfer, Macros, Help). The main display area shows a "BIBLIOGRAPHIC RECORD" header and a list of fields to be entered. The fields are: 1 CALL #, 2 TITLE, 3 AUTHOR (1/), 4 YEAR OF PUBLICATI, 5 PUBLISHER, 6 ISBN, 7 ISSN, 8 SUBJECT(S) (1/), 9 URL (1/), and 10 ELECTLOC (1/). The record ends with "### END OF RECORD ###". A status bar at the bottom shows "AnzioWin Version 12.5m" and "NUM".

```
Enter BIB # : 1103029
1 CALL #
2 TITLE
3 AUTHOR 1/
4 YEAR OF PUBLICATI
5 PUBLISHER
6 ISBN
7 ISSN
8 SUBJECT(S) 1/
9 URL 1/
10 ELECTLOC 1/
### END OF RECORD ###
```

To get to the entry screen, type BSE at the cataloging menu. The information in the BSE record should be ALL IN CAPITAL LETTERS.

MARC record (more complete, takes more time) looks like this:

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

MARC PROCESSING
BIB KEY: 1103030 *** NEW ADDITION *** FORMAT: BK
1. +LD 00644nam 2200116 4500
2. 008 070907
3. 010 a[LCCN #]
4. 020 a[ISBN]
5. 040 a[LIB CODE]$c[LIB CODE]
6. 049 00 a[LIB CODE] [LIB]
7. 092 a[DDC]$b[CUTTER]
8. 099 a[CALL #]$a[CUTTER]
9. 100 1 a[AUTHOR NAME]
10. 245 10 a[TITLE] :$b[SUBTITLE] /$c[STAT OF RESPONSIBILITY].
11. 260 a[PLACE] :$b[COMPANY],$c[DATE].
12. 300 a[PAGES] :$bill. ;$c[SIZE].
13. 440 0 a[SERIES]
14. 500 a[NOTE].
15. 504 aIncludes bibliographical references (p. XX-XX) and index.
16. 520 a[SUMMARY].
17. 521 a[AUDIENCE].
=== More on Next Screen ===
+LD Leader [n] COLUMN: 5
Record status : _
AnzioWin Version 12.5m NUM
```

To get to a MARC template, from the UBR menu (Update Bibliographic Records, choose number 2 "Create a new MARC record: BOOK