

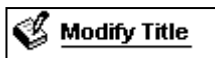
Adding 526 Reading Program Tag

The Modify Titles wizard allows you to make changes to bibliographic records already in the catalog.

NOTE: Before you modify a record, please consult the Tip Sheet *Enhancing Marc Records*.

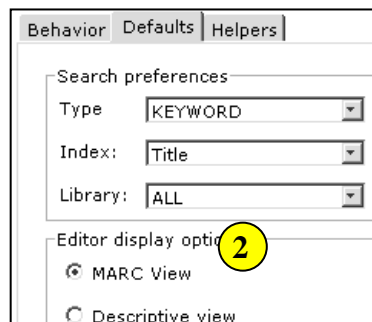
1. **Click** on Cataloging Wizard.

2. **Set properties**



- **Right Click** on the Modify Title Wizard.
- **Change** the properties to MARC View.

Click on Modify Title Wizard.
Modify Title: screen displays.



3. **Locate** the title you want to modify. **Click** Modify.

Modify Title screen displays.

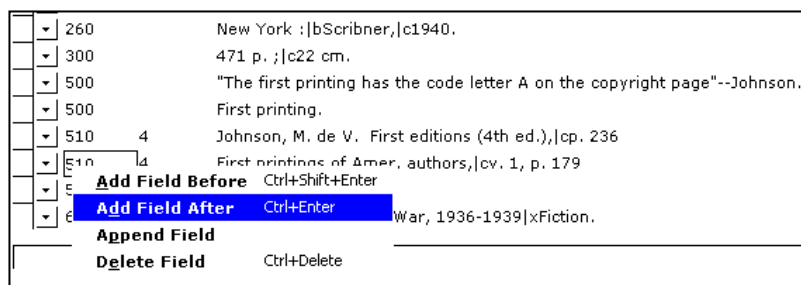
4. **Update or add an 040 tag.**

- Add subfield d (|d) with your LC/NUC code to the 040 tag. There can be more than one |d.
 - If you do not know your code, it can be found at <http://lcweb.loc.gov/marc/organizations/>
- If there is no 040 tag, create one and enter your code in subfield a of the 040.

| | | | |
|---|-------------------|-----|------------------------|
| ▼ | Data source | 003 | IJPBB |
| ▼ | Date/time stamp | 005 | 20061012163458.0 |
| ▼ | LCCN | 010 | 97029718 |
| ▼ | ISBN | 020 | 0689832133 : c\$17.07 |
| ▼ | Local system # | 035 | (Sirsi) i9780689832130 |
| ▼ | Local system # | 035 | pbb00000055796 |
| ▼ | Cataloging source | 040 | DLC cDLC dDLC dIJPBB |
| ▼ | LC Call Number | 050 | PZ7.C88135 bC 2000 |

5. **Add a 526 tag.**

- Click** on the highest *tag* before 526.
- Right mouse click** and **select** Add Field After.
- Type** 526 in the newly created tag.
- Press** tab.
- Type 0 (zero) for the first indicator.



f. **Press** Tab and **enter** the information for your reading program.

526 | 0 | Accelerated Reader AR|bMO|c5.0|d8.0

Use this format:

Program Name|bInterest level|cReading level|dTitle point value.

6. **Click** Save.
7. **Click** on Call Number/Item Tab if modifications are needed to item or call number information.
8. **Save** your changes.

NOTE: *Do not make any changes on the Control Tab.*