

Modify Title

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

NOTE: Follow the Guidelines for Enhancing Marc Records. This is a Tip Sheet in the online handbook/Cataloging section. It will explain in detail how to make changes in various fields as well as other information that must be edited when you change a marc record.

1. **Click** on Cataloging Wizard.
2. **Right Click** on the Modify Title Wizard.
3. **Change** the properties to MARC View.
4. **Click** on Modify Title Wizard.



Modify Title: screen displays.

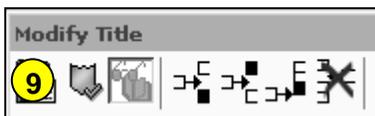
5. **Locate** the title you want to modify.
6. **Click** Modify.

Modify Title screen displays.

7. **Make changes** to required fields on the Bibliographic Tab (as directed in the Guidelines for Enhancing Marc Records document)

8. **Make changes** to fields needed to match the record to your item. Use helpers or right-click menus to make appropriate changes.

9. Validate new or modified headings using the Validate Headings Helper. See Authority Records Section for detailed instructions.



Control	Bibliographic	Call Number/Item	Bound-with
<input type="checkbox"/> Shadow title			
Label	Tag	Ind.	Content
Leader	000		*****am ***** a*****
key	001		fol03315033
Data source	003		ICrIF
Date/time stamp	005		20030206183728.0
Fixed field data	008		960819s1997 njua d b 001*0beng
010	010		96042437 /AC
ISBN	020		0894908332
Local system #	035		(Sirsi) i0894908332
Local system #	035		(ICrIF)24213C
Cataloging source	040		DLC cDLC dICrIF dKyLxBWI dOKaLSD
Geographic area code	043		n-us---
LC Call Number	050	00	E814 b.S38 1997
Dewey class number	082	00	973.918/092 aB 221
Personal Author	100	1	Schuman, Michael.

10. **Click Save.**
11. **Click** on Call Number/Item Tab if modifications are needed to item or call number information.

12. **Save** your changes.

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