

### Local Book Template

1. Use SmartPORT (TEMPLATE database) to **locate** the record. Do a Title Search for “Local School Book Template”.
2. **Import** the record (See Handbook, Cataloging, Basic Cataloging/SmartPort guides for specific directions).



3. **Click** on Modify Title Wizard - record should be “current”.

4. **Make** the following changes and additions to the record:

**Fixed Fields:**

- ❑ **Entrd**-- change to current date in format YYMMDD.
- ❑ **Date1** -- Enter publication year date.

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	u
Desc	a	Entrd	070207	Dat_Tp	s	Date1	
Date2		Ctry	ohu	Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction		Biog	
Lang	eng	Mod_Rec		Source	d		

**Bibliographic Info:**

- ❑ **100** -- DELETE text and enter author’s name, last name first.
- ❑ **245** -- EDIT **Delete** “Local School Book Template.” **Enter** Title of book.

Label	Tag	Ind.	Contents
Personal Author	100	1	LAST NAME, FIRST NAME, dDATES.
Title	245	10	LOCAL SCHOOL BOOK TEMPLATE.
Publication info	260		cDATE.
Physical descrip	300		XX p. : bill., col. ; cXX cm.
General Note	500		Prepared by XXXX.
Summary	520		XXXXXXXXXXXXX.
Issuing body	550		Issued by XXXX.
Personal subject	600	14	XXXXXXXXXXXXX.
Subject term	650	0	Student publications.
Subject term	650	0	XXXXXXXXXXXXX.
Geographic term	651	4	XXXXXXXXXXXXX.
Added author	710	2	XXXXXXXXXXXXX.
INFOhio template	989		Local Publication

**NOTE:** 2nd indicator contains the number of non-filing characters for the leading article in title.

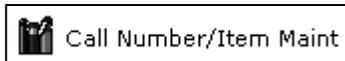
The = 4 An= 3 A = 2 If there is no initial article, leave the zero ( 0 )

Examples: **245 14** The Nutcracker.  
**245 10** Dumbo Makes a Splash!

- ❑ **260 |c** Replace “DATE” with date of publication. This should be the same as Date1 above.  
Example: **|c1998.**
- ❑ **300** EDIT – Replace XX with page number.  
**|c** Replace XX with the height in centimeters.
- ❑ **500** Replace XXXX with a note on creator(s) or DELETE.
- ❑ **520** Replace XXXX with a summary or DELETE.
- ❑ **550** Replace XXXX with the issuing body or DELETE. This should include a statement of responsibility for any person or group not included elsewhere in the record.

- ❑ **600** Replace XXXX with name of a personal subject (last name first) or DELETE.
- ❑ **650** Replace XXXX with any subjects. See manual 12.6d for details on adding subjects.
- ❑ **651** Replace XXXX with a subject if it's a geographical location or DELETE.
- ❑ **710** EDIT -- Replace XXXX with the name of the school and location if applicable or DELETE. End with a period or parenthesis.  
Example: Pretend Elementary School (Utopia, OH)
- ❑ **710** EDIT -- Replace XXXX with the name of the school **district** and location. End with a period or parenthesis.  
Example: Utopia Local Schools (Utopia, OH)
- ❑ **989 - DO NOT DELETE!**

5. **Click** Save when done.



6. **Click** on the Call Number / Item Maintenance Wizard. **Add** item and call number information to complete the cataloging process. (See *Handbook, Call Number/Item Maintenance guide for detailed directions.*)

**Completed Record:**

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	u
Desc	a	Entrd	070210	Dat_Tp	s	Date1	2010
Date2		Ctry	ohu	Illus		Audience	
Desc		Cont		ContPub		ContPub	0

	Label	Tag	Ind.	Contents
▼	Personal Author	100	1	Baker, Sarah.
▼	Title	245	10	Mrs. Baker's class explores Lake Erie.
▼	Publication info	260		c2010.
▼	Physical descrip	300		35 p. : bill., col. ; c20 cm.
▼	General Note	500		Prepared by Mrs. Baker's third grade class.
▼	Summary	520		Includes student writings and pictures of their field trip to Kely's Island and the Perry Monument.
▼	Issuing body	550		Issued by Narnia County Gifted Program.
▼	Personal subject	600	14	Perry, William.
▼	Subject term	650	0	Student publications.
▼	Subject term	650	0	Monuments & memorials 1810 - 1840.
▼	Geographic term	651	4	Lake Erie.
▼	Added author	710	2	Pretend Elementary (Utopia, OH)
▼	Added author	710	2	Utopia Local Schools (Utopia, OH)
▼	INFOhio template	989		Local Publication