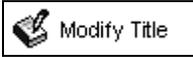


Local DVD Template

1. Use SmartPORT (TEMPLATE database) to **locate** the record. Do a Title Search for “Local School DVD 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:

Rec_Type	g	Bib_Lvl	m	TypeCtrl		Enc_Lvl	u
Desc	a	Entrd	070207	Dat_Tp	s	Date1	
Date2		Ctry	ohu	Time		Audience	
Label	Tag	Ind.	Contents				
Fixed field data	007		vd* v z				
Local system #	035		UC105-2123937				
Title	245	00	LOCAL SCHOOL DVD TEMPLATE h[videorecording]				
Publication info	260		cDATE.				
Physical descrip	300		1 videodisc (XX min.) : bsd., col. ; c4 3/4 in. + eXXXX.				
General Note	500		Prepared by XXXX.				
Summary	520		XXXXXXXXXXXXXX.				
Technical details	538		DVD format.				
Issuing body	550		Issued by XXXX.				
Personal subject	600	14	XXXX				
Subject term	650	0	XXXX				
Geographic term	651	4	XXXXXXXX				
Added author	710	2	XXXX				
Added author	710	2	XXXX				
INFOhio template	989		Local Publication				

Fixed Fields:

- ❑ **Entrd** -- change to current date in format YYYYMMDD.
- ❑ **Date1** -- Enter publication date.
- ❑ **007** -- Do **not** make any changes! Do **not** delete!

Bibliographic Info:

- ❑ **245** -- EDIT **Delete** “Local School DVD Template.” **Enter** Title of DVD. **Do not delete** |h[videorecording]

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 04** The Nutcracker
245 00 Dumbo Makes a Splash!

- ❑ **260 |c** EDIT -- Replace “DATE” with date of publication. This should be the same as Date1.
Example: |c1998.
- ❑ **300** EDIT – Replace XX with number of minutes.
|e Replace XXXX with any accompanying materials or DELETE +|eXXXX.
- ❑ **500** Replace XXXX with a note on creator(s) or DELETE.
- ❑ **520** Replace XXXX with a summary or DELETE.
- ❑ **538** Do not delete!

- ❑ **550** Replace XXXX with the name of the group who issued or paid for the production or DELETE.
Example: A concert by the show band would be issued by the Music Dept., Booster Club, etc.
- ❑ **600** Replace XXXX with name of a personal subject (last name, first name) or DELETE.
- ❑ **650** Replace XXXX with any subjects or DELETE. 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.
Example: Misty Middle School (Utopia, OH) End with a period or parenthesis.
- ❑ **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)

5. **Click** Save when done.

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

Completed Record:

Rec_Type	g	Bib_Lvl	m	TypeCtrl		Enc_Lvl	u
Desc	a	Entrd	070210	Dat_Tp	s	Date1	2010
Date2		Ctry	ohu	Time		Audience	
GovtPub		Form of item		Type_Mat	v	Tech	
Lang	eng	Mod_Rec		Source	d		

Label	Tag	Ind.	Contents
Fixed field data	007		vd* v z
Title	245	00	M. E. Kerr visits Utopia Local Schools[h[videorecording].
Publication info	260		c2010.
Physical descrip	300		1 videodisc (75 min.) : bsd., col. ; c4 3/4 in.
General Note	500		Prepared by FHS Television Studio.
Summary	520		M. E. Kerr speaks with students at Misty Middle School.
Technical details	538		DVD format.
Issuing body	550		Issued by Utopia Local Schools.
Personal subject	600	14	Kerr, M. E.
Subject term	650	0	Authorship anecdotes.
Added author	710	2	Misty Middle School (Utopia, OH)
Added author	710	2	Utopia Local Schools (Utopia, OH)
INFOhio template	989		Local Publication