

### Local Literary Magazine Template

1. Use SmartPORT (TEMPLATE database) to **locate** the record. Do a Title Search for "LOCAL SCHOOL LITERARY MAGAZINE 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
- Dat\_Tp--**  
change to **d** if publication has ceased.
- Date1--**  
Beginning publication date, if not known, estimate. Replace the unknown digits with the letter 'u.'  
Ex: 19uu.
- Date 2--** If publication has ceased change to date of last publication.

Rec_Type	a	Bib_Lvl	s	TypeCtrl		Enc_Lvl	u
Desc	a	Entrd	070207	Dat_Tp	c	Date1	
Date2	9999	City	ohio	Frequ		Regdir	
Ser_Type		Phys_Med		Repr		Pub_Type	
Cont		GovtPub		ConfPub	0	Alphabt	a
SLI_Ent		Lang	eng	Mod_Rec		Source	d

  

	Label	Tag	Ind.	Contents
	Title	245	00	LOCAL SCHOOL LITERARY MAGAZINE TEMPLATE.
	Publication info	260		cDATE.
	Physical descrip	300		v. : bill. ; cxxx cm.
	Current frequency	310		Annual
	Volume/date range	362	1	DATE.
	General Note	500		Prepared by the student literary magazine staff.
	Summary	520		Includes student produced poetry, short stories, essays and art work.
	Issuing body	550		Issued by XXXX.
	Subject term	650	0	Student newspapers and periodicals.
	Added author	710	2	XXXXXXXXXXXX.
	Added author	710	2	XXXXXXXXXXXX.
	INFOhio template	989		Local Publication

**Bibliographic Info:**

- 245 Delete** "LOCAL SCHOOL LITERARY MAGAZINE TEMPLATE."  
**Enter** Title of publication.  
2nd indicator contains number of non-filing characters for leading article in yearbook title.  
The = 4    An= 3    A = 2                    If no initial article, leave the zero ( 0 )  
Examples: **245 04** The Amherstonian.  
**245 00** Panorama.
- Use either 260 or 362 tag**  
**260 |c** Enter date of first publication if known or DELETE the tag.  
Example: **|c1932-**                    or if publication ceased **|c1932-1990.**  
  
**362** If 260 is deleted, enter date of earliest available volume. Delete tag if not needed.  
Example: **362 1985-**

- ❑ **300** Edit |c – Replace XX with height in centimeters. Example: |c 27 cm.
- ❑ **310** Edit if needed.
- ❑ **500** Edit if desired.
- ❑ **520** Edit if desired.
- ❑ **550** Replace XXXX with the name of the school.
- ❑ **650** Edit if desired.
- ❑ **710** Replace XXXX with the name of the school and location (if applicable) or DELETE.
- ❑ **710** Replace XXXX with the name of the school **district** and location.
- ❑ **989** DO NOT DELETE!

5. **Click** Save when done.

6. **Click** on the Vol/Copy tab or Add Volume 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	a	Bib_Lvl	s	TypeCtrl		Enc_Lvl	u
Desc	a	Entrd	070207	Dat_Tp	c	Date1	
Date2	9999	Ctry	ohu	Frequ		Regulr	
Ser_Type		Phys_Med		Repr		Pub_Type	
Cont		GovtPub		ConfPub	0	Alphabt	a
SLI_Ent		Lang	eng	Mod_Rec		Source	d

  

	Label	Tag	Ind.	Contents
▼	Title	245	00	Thoughts and Reflections.
▼	Publication info	260		c1982 -
▼	Physical descrip	300		v. : bill. ; c27 cm.
▼	Current frequency	310		Annual
▼	General Note	500		Prepared by the student literary magazine staff.
▼	Summary	520		Includes student produced poetry, short stories, essays and art work.
▼	Issuing body	550		Issued by Fantasy High School.
▼	Subject term	650	0	Student newspapers and periodicals.
▼	Added author	710	2	Fantasy High School (Utopia, OH)
▼	Added author	710	2	Utopia Local Schools (Utopia, OH)
▼	INFOhio template	989		Local Publication