

Local School Newsletter Template

1. Use SmartPORT (TEMPLATE database) to **locate** the record. Do a Title Search for "LOCAL SCHOOL NEWSLETTER 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	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	LOCAL SCHOOL NEWSLETTER TEMPLATE.
▼	Publication info	260		cDATE.
▼	Physical descrip	300		v. : bill. ; cXX cm.
▼	Current frequency	310		FREQUENCY
▼	Volume/date range	362	1	DATE.
▼	General Note	500		Prepared by XXXX.
▼	Summary	520		Includes articles and photographs regarding school events and activities.
▼	Issuing body	550		Issued by XXXX.
▼	Subject term	650	0	Newsletters.
▼	Added author	710	2	XXXXXXXXXXXX.
▼	Added author	710	2	XXXXXXXXXXXX.
▼	Electronic resource	856	40	uhttp://XXX.XXXXX.XX/ yDISPLAY TEXT.
▼	Internet site	856	1	uNEWSLETTER URL
▼	INFOhio template	989		Local Publication

Bibliographic Info:

- ❑ **245 Delete** "LOCAL SCHOOL NEWSLETTER 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** Enter frequency.

- ❑ **500** Replace XXXX with organization responsible for content.
- ❑ **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.
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)
- ❑ **856** Replace NEWSLETTER URL with web address of publication or DELETE.
- ❑ **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	070112	Dat_Tp	c	Date1	1996
Date2	9999	Ctry	ohu	Frequ		Regulr	
ISDS		Ser_Type		Phys_Med		Repr	

Label	Tag	Ind.	Contents
key	001		105-2123944
Date/time stamp	005		20070207213712.0
Local system #	035		UC105-2123938
Title	245	04	The Dream.
Publication info	260		c1996-
Physical descrip	300		v. : bill. ; c28 cm.
Current frequency	310		Monthly (September - May)
General Note	500		Prepared by Fantasy High School PTA.
Summary	520		Includes articles and photographs regarding school events and activities.
Issuing body	550		Issued by Utopia Local Schools.
Subject term	650	0	Newsletters.
Added author	710	2	Fantasy High School (Utopia, OH)
Added author	710	2	Utopia Local Schools (Utopia, OH)
Internet site	856	1	uhttp://www.utopia.org/fantasy/PTA
INFOhio template	989		Local Publication