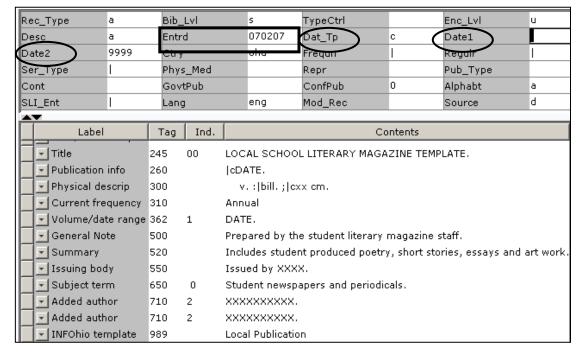


## **Local Literary Magazine Template**

- 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.

## **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: **lc**1932- or if publication ceased **lc**1932-1990.

**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_L	νI	s	TypeCtrl		Enc_LvI	u	
Desc a		Entrd		070207	Dat_Tp	С	Date1	-	
Date2 9999		Ctry		ohu	Fregun	1	Regulr		
Ser_Type	r Type		Med		Repr		Pub_Type		
Cont		GovtPub			ConfPub	0	Alphabt	a	
SLI Ent		Lang		eng	Mod_Rec		Source	d	
AV									
Label		Tag	Ind.	Contents					
▼ Title		245	00	Thoughts and Reflections.					
Publication info		260		c1982 -					
Physical descrip		300	0 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					

INFOhio is Optimized by the Management Council