

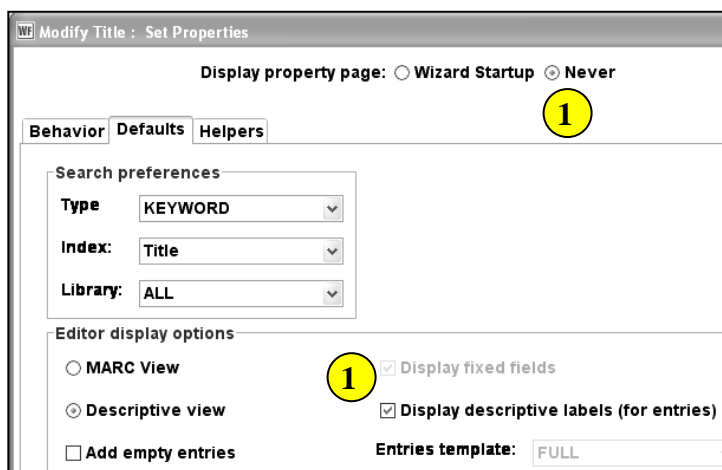
## Adding a Title Using Template Records - Overview

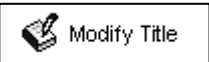

Template records will allow you to catalog items that do not have a MARC record currently available. The records have the leader and tags correctly formatted for you. This will allow them to display correctly and hyperlinked fields will link as they should. They are designed so the librarian can make them as detailed or brief as desired. There are three types of template records:

1. **Original Record Templates** – use these for **commercially published** materials that don't have records available in any of the SmartPort databases. These will probably be old materials or items from a small publisher.
  
2. **Local Records** – Use these templates for items that were **created locally**. These are items that have not been published commercially.
  - a. **School / Community Book** – for books that were created locally such as books written by students, staff, or community members.
  - b. **School Curriculum Guides** – for curriculum guides and course of study items that have been prepared specifically for your district.
  - c. **School / Community DVD** – for DVD recordings of school / local activities such as graduation, football games, community parade, or speakers.
  - d. **School Literary Magazine** – for compilation of student produced poetry, short stories, essays and art work.
  - e. **School Newsletter** – for district or building produced newsletters.
  - f. **School Newspaper** – for student produced newspapers and subscription publications.
  - g. **School / Community Video** – for video recordings of school / local activities such as graduation, football games, community parade, or speakers.
  - h. **School Yearbook** – for yearbooks or other annuals.
  
3. **Equipment Records** – Use these templates to catalog your equipment.

**NOTE:** *Even though you will be adding a title to your database, you will be using the Modify Title wizard.*

1. The first time you do this, you'll want to **set** your properties. **Right click** on Modify Title Wizard. **Click** on Properties.
  - **Bullet** NEVER.
  - **Check** Display descriptive labels.
  
2. **Use** SmartPORT to **locate** a template record for your item. All templates are in the Template database. If you need directions to use SmartPORT, see Section 11.8 of this manual.
  
3. **Import** the record to your database.



4.  **Click** on the Modify Title Wizard. Your record should be the “current title.”
5. **Follow** the appropriate directions for modifying the template to match your item. Each type of template has specific directions.
  - Be sure to remove any unwanted tags by using the Delete Current Field helper. 
  - There should be no XXXs displaying in your completed records.
  - When deleting only parts of a tag, watch the punctuation carefully.
  - Be sure each template you complete has a 989 tag. These will help you locate your records if needed later.
6. **Complete** the cataloging process by adding item and call number information. See *Call Number/Item Maintenance guide in handbook for details, if needed.*