**Undercover agents**

Search for a matching record. Search any way you like—ISBN, title, series, etc.

Make these edits to the matching record:

040--Add subfield e with code rda (goes between subfields b and c)

100—Uncontrol the heading and add subfield e with relator term author.

260—Change to MARC tag 264. Use the MARC field help function to determine the correct 2nd indicator for MARC tag 264, publisher information.

--Spell out the abbreviated state name in subfield a

--Change date in subfield c to an implied publication date

Add additional 264 for copyright date. Use the MARC field help function to determine the correct 2nd indicator and subfield.

--Use the special character chart to generate the copyright symbol

Fixed fields

Ctry—Change the code to match the place in 264 subfield a. Click on the fixed field name to go to Bib formats

--click on MARC21 code list for places

Desc—change to code i

DtSt—change to code t

Add date 2