

# Cataloging in Leap

*Presented by*



**SHARE**

SHARING HEARTLAND'S AVAILABLE  
RESOURCES EQUALLY

Illinois Heartland Library System

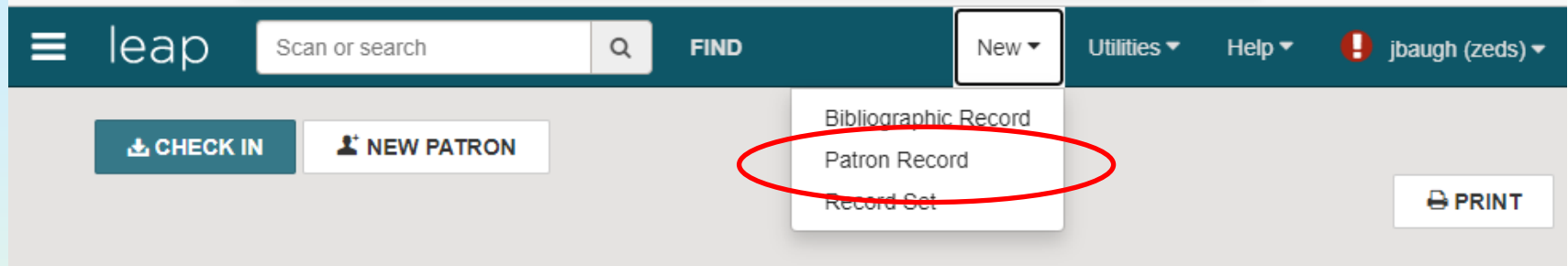
# Upgrade to Leap 7.0

With this upgrade, you can now:

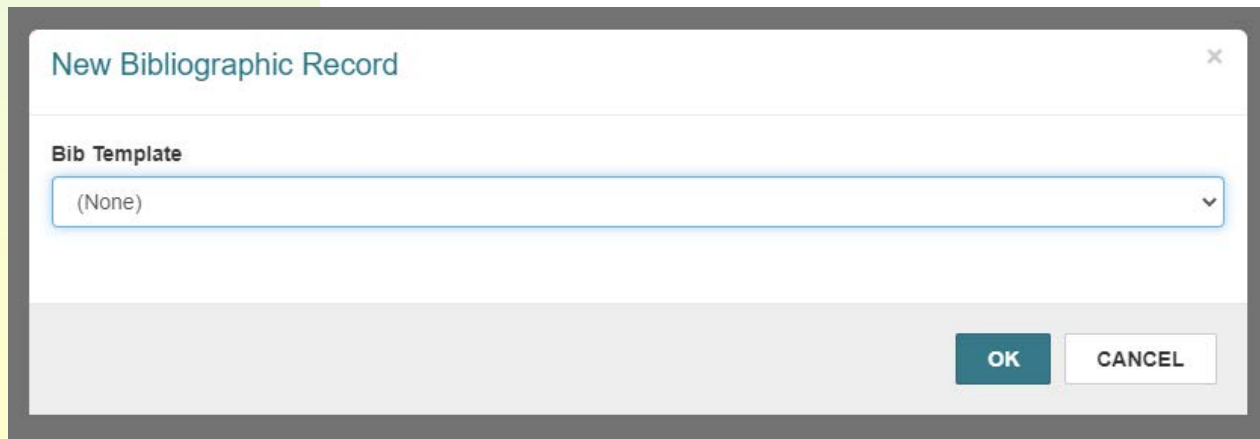
- Create/Edit/Copy bibliographic records
- Import records into Leap
- Perform bibliographic bulk changes
- Create and view issues and parts

# Creating a Bibliographic Record in Leap

## 1. Select New > Bibliographic Record



2. If you will be using a template, select your desired template and press OK. If you are not using a template, press OK.



# Creating a Bibliographic Record in Leap - Cont.

3. A New Bibliographic Record workform will appear. If you do not want the record to appear in the PAC, uncheck “Display in PAC.”

**New Bibliographic Record 1** SAVE CLOSE

Control number:

Owner:

Record status:

Display in PAC  Host  ILL

MARC

EDIT TAG INSERT DELETE TAG MOVE TAG UP MOVE TAG DOWN

LDR nam 22 4500

008 211108|

245 00 †a

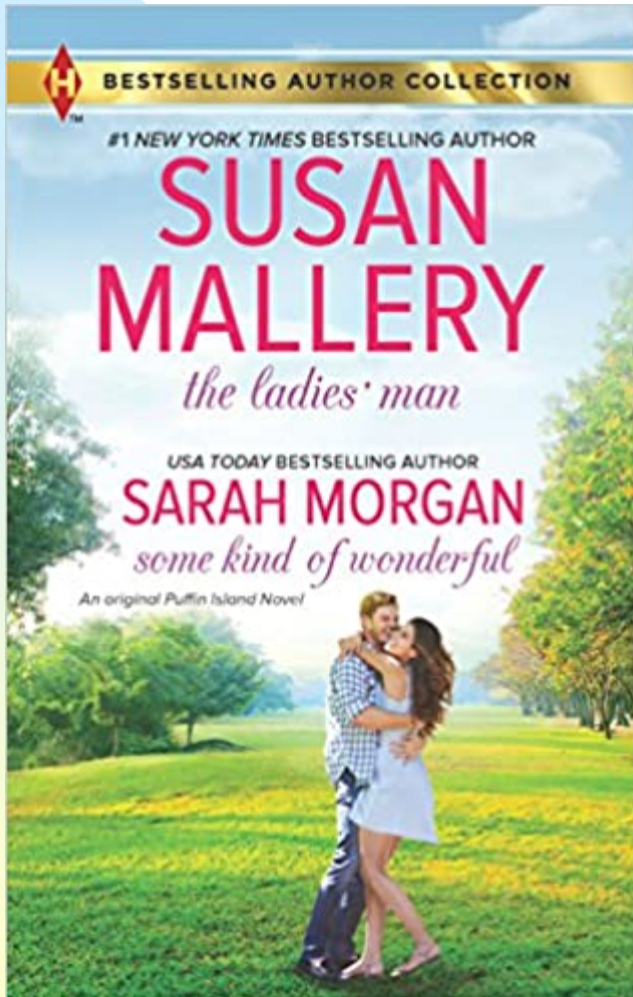
4. Add MARC tags or edit MARC tag data.

5. Press “SAVE” to save the new record, or “CLOSE” to discard the record without saving.

# Editing a Bibliographic Record in Leap

1. Find the bibliographic record you want to edit and open it.
2. Select MARC.
3. Add MARC tags or edit MARC tag data.
4. Select **SAVE** to save your changes, or **CLOSE** to discard your changes.

# Editing a Bibliographic Record in Leap, cont.



**Bib Control #:** 3409535

**Title:** The Ladies' Man & Some Kind of Wonderful

**ISBN:** 978-0373010363

# Editing a Bibliographic Record in Leap, cont.

1. Select MARC.

2. Select tag you want to edit, by clicking in the box next to tag number.

3. Select Edit Tag, Insert, Delete Tag, Move Tag Up, or Move Tag Down.

The screenshot shows the Leap interface with the MARC tab selected. The top navigation bar includes: Preview, Items, MARC, Headings, Statistics, Record Sets, Resources, and Outreach Patrons. Below the navigation bar are buttons for EDIT TAG, INSERT, DELETE TAG, MOVE TAG UP, and MOVE TAG DOWN. The main area displays a list of MARC tags with checkboxes to their left. The tag 245 04 is highlighted in blue. A red arrow points from the '1. Select MARC.' instruction to the MARC tab. Another red arrow points from the '2. Select tag you want to edit...' instruction to the checkbox next to tag 245 04. A third red arrow points from the '3. Select Edit Tag...' instruction to the EDIT TAG button.

Preview Items **MARC** Headings Statistics Record Sets Resources Outreach Patrons

EDIT TAG INSERT DELETE TAG MOVE TAG UP MOVE TAG DOWN

- LDR cam 22 Ii 4500
- 001 3409535
- 005 20160509155402.0
- 008 151214r20162016onc 000 1 eng d
- 020 \$a9780373010363;q(pbk.)
- 020 \$a0373010362;q(pbk.)
- 035 \$a(OCOLC)935369806
- 035 \$a(OCOLC)ocn935369806
- 040 \$aMCT#beng#erda#cMCT#dOCLCO#dTME#dOCLCF#dOCLCQ#dIHI
- 049 \$aIHIA
- 050 14 \$aPS648.L6#bL238 2016
- 082 04 \$a813/.08508#223
- 245 04 \$aThe ladies' man /#c#1 New York times bestselling author Susan Mallery. Some kind of wonderful / USA today bestselling author Sarah Morgan.
- 246 18 \$aLadies man & Some kind of wonderful
- 246 30 \$aSome kind of wonderful
- 264 1 \$aDon Mills, Ontario, Canada :#bHarlequin Enterprises Limited,#c[2016]
- 264 4 \$c@2016
- 300 \$a600 pages ;#c17 cm.
- 336 \$atext#btxt#2rdacontent
- 337 \$aunmediated#bn#2rdamedia
- 338 \$avolume#bnc#2rdacarrier
- 490 1 \$aHarlequin bestselling author collection
- 500 \$aFirst work originally published: New York : Silhouette, @2006. Second work originally published: Richmond, Surrey : Mills & Boon, 2015.
- 500 \$a"An original Puffin Island novel"--Cover.
- 520 \$aTwo stories about finding love in the most unexpected places.
- 520 \$a"The Ladies' Man": Rachel Harper was a kindergarten teacher. She was definitely not a one-night stand kind of girl. But that was exactly what she'd done--she'd picked up a charming guy in a bar and brought him home. Mortified, Rachel couldn't get Carter Brockett out of her life fast enough. But then, a few weeks later, she discovers she's not quite done with Carter: she's pregnant with his baby.
- 520 \$a"Some Kind of Wonderful": Her whole life, Brittany Forrest has dreamed of adventure. And at the age of eighteen, she thought she'd found it when she married bad boy Zachary Flynn. But after just ten days, their whirlwind marriage went up in smoke. Now, the daredevil pilot is back on Puffin Island. The sparks between them are as powerful as ever, but can Brittany risk the life she's built for a second chance with Zach?
- 650 0 \$aMan-woman relationship#vFiction.
- 650 7 \$aRomance fiction, American.#2fast#0(OCOLC)fst01002993
- 655 7 \$aRomance fiction.#2lcgft
- 700 12 \$aMallery, Susan.#tLadies' man.

# Editing a Bibliographic Record in Leap, cont.

If we were going to edit this tag, this is the dialogue box that we would use to make any necessary changes.

650 - SUBJECT ADDED ENTRY--TOPICAL TERM

Tag: 650

Indicator One: - No information provided

Indicator Two: 7 - Source specified in subfield \$2

Data: \$aRomance fiction, American.\$2fast#0(OCoLC)fst01002993

CTRL+Q - Insert subfield delimiter (#)

(#a) Topical term or geographic name entry element / (#b) Topical term following geographic name entry element / (#c) Location of event / (#d) Active dates / (#e) Relator term / (#g) Miscellaneous information / (#v) Form subdivision / (#x) General subdivision / (#y) Chronological subdivision / (#z) Geographic subdivision / (#0) Authority record control number or standard number / (#1) Real World Object URI / (#2) Source of heading or term / (#3) Materials specified / (#4) Relationship / (#6) Linkage / (#8) Field link and sequence number

OK CANCEL

For our record, we are going to select “DELETE TAG,” since we do not retain Fast Headings in our records.

EDIT TAG INSERT DELETE TAG



# Editing a Bibliographic Record in Leap, cont.

Once “DELETE TAG” is pressed, the tag is removed. If you want to save your changes, select “SAVE” at the top of the record. If you do not want to save your changes press “CLOSE”

them are as powerful as ever, but can bravely risk the life she's built for a second chance with Zach:

- 650 0 \$aMan-woman relationship#vFiction.
- 655 7 \$aRomance fiction.#2lcgft
- 700 12 \$aMallery, Susan.#tLadies' man.
- 700 12 \$aMorgan, Sarah,#d1948-#tSome kind of wonderful.
- 830 0 \$aH bestselling author collection.
- 994 \$aC0#bIHI

# Copying a Bibliographic Record

1. Find the bibliographic record you want to edit and open it.
2. Selection **ACTIONS > COPY**.
3. Add MARC tags or edit MARC tag data.
4. Select **SAVE** to save your changes, or **CLOSE** to discard your changes.

# Copying a Bibliographic Record, cont.

## Bibliographic Record ⓘ

Find a pumpkin

By Hills, Tad, author, illustrator.

Control number:

664797

Owner:

SHARE (sys)

Record status:

Final

Display in PAC

Host

ILL

SAVE

ACTIONS ▾

LINKS ▾

↻

📄

CLOSE

Place Hold

Create Item

Copy

Delete

Undelete

Add to New Record Set

Add to Existing Record Set

1. Select "ACTIONS."
2. Select "Copy."
3. A New Bibliographic Record workform will appear.
4. Make any edits or changes that are necessary, and then save the new record.

Preview Items MARC Headings Statistics Record Sets Resources Outreach Patrons

EDIT TAG

INSERT ▾

DELETE TAG

MOVE TAG UP

MOVE TAG DOWN

LDR nam 22 Ia 4500  
 001 664797  
 005 20170206145340.0  
 008 100820s2009 nyua a 000 1 eng d  
 020 ‡a9780545279734 (board bk.) :‡c\$6.99  
 020 ‡a0545279739 (board bk.) :‡c\$6.99  
 035 ‡a(OCoLC)ocn657118574  
 035 ‡a(OCoLC)657118574  
 040 ‡aZHI‡cZHI  
 049 ‡aIJ5A  
 100 1 ‡aHills, Tad,‡eauthor,‡eillustrator.  
 245 10 ‡aFind a pumpkin /‡cby Tad Hills.  
 260 ‡aNew York :‡bScholastic,‡cc2009.  
 300 ‡a[18] p. :‡bcol. ill. ;‡c17 cm.  
 490 1 ‡aDuck & Goose  
 500 ‡aOn board pages.  
 520 ‡aWhen they see their friend Thistle carrying a pumpkin, Duck and Goose each want one but they are having no luck finding any pumpkins until Thistle steers them in the right direction.  
 650 0 ‡aPumpkin‡vJuvenile fiction.

# Add MARC Tags and Editing MARC Tag Data

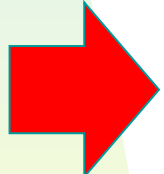
You can modify tag data by doing any of the following:

- Edit the Leader or an existing control field.
- Edit an existing data field tag.
- Add a new control field.
- Add a new data field tag.
- Reorder tags.
- Delete a tag.

# Add MARC Tags and Editing MARC Tag Data, cont.

You can edit the existing the Leader, existing control field, or data field by selecting the box next to the tag number, and then pressing edit. Make any changes necessary, and then press OK.

- LDR
- 001 66479:
- 005 20170:
- 008 100826
- 020 \$a9786
- 020 \$a054!
- 035 \$a(OCc
- 035 \$a(OCc
- 040 \$aZHI:
- 049 \$aIJ5/
- 100 1 \$aHil:
- 245 10 \$aFinc
- 260 \$aNew
- 300 \$a[18:
- 490 1 \$aDuct
- 500 \$aOn t
- 520 \$aWhe  
pumpk:
- 650 0 \$aPump
- 655 0 \$aBoar
- 830 0 \$aDuct



260 - PUBLICATION, DISTRIBUTION, ETC. (IMPRINT)

Tag	Data
260	\$aNew York :\$bScholastic,\$c2009.

Indicator One: - Not applicable/No information provide

Indicator Two: - Undefined

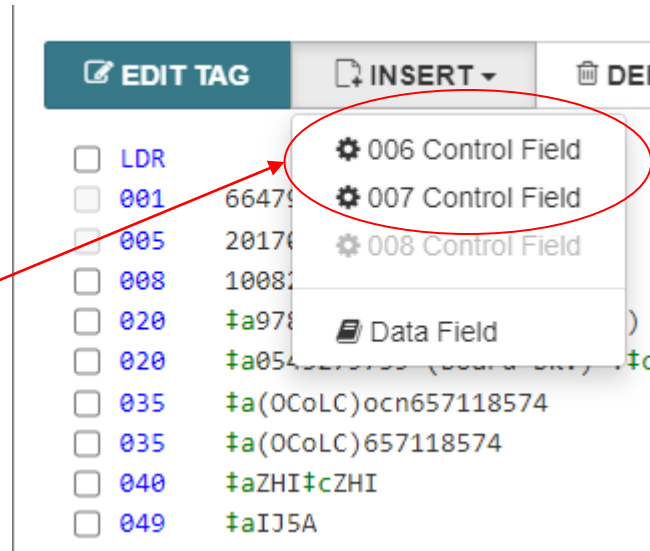
CTRL+Q - Insert subfield delimiter (#)

(#a) Place of publication, distribution, etc. / (#b) Name of publisher, distributor, etc. / (#c) Date of publication, distribution, etc. / (#e) Place of manufacture / (#f) Manufacturer / (#g) Date of manufacture / (#0) Authority record control number or standard number / (#3) Materials specified / (#6) Linkage / (#8) Field link and sequence number

OK CANCEL

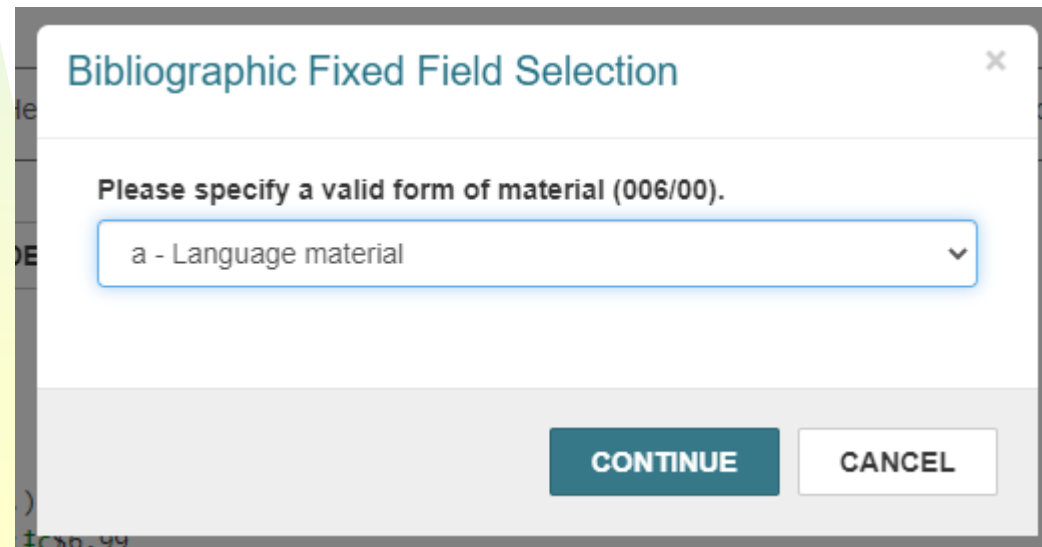
# Add MARC Tags and Editing MARC Tag Data, cont.

You can add certain control fields (006, 007, and 008) to the bibliographic record.



Tag	Value
<input type="checkbox"/> LDR	
<input type="checkbox"/> 001	66479
<input type="checkbox"/> 005	20176
<input type="checkbox"/> 008	1008
<input type="checkbox"/> 020	‡a978
<input type="checkbox"/> 020	‡a054
<input type="checkbox"/> 035	‡a(0CoLC)ocn657118574
<input type="checkbox"/> 035	‡a(0CoLC)657118574
<input type="checkbox"/> 040	‡aZHI‡cZHI
<input type="checkbox"/> 049	‡aI35A

Edit MARC data by selecting a value from a list box or entering text in a box. Select OK.



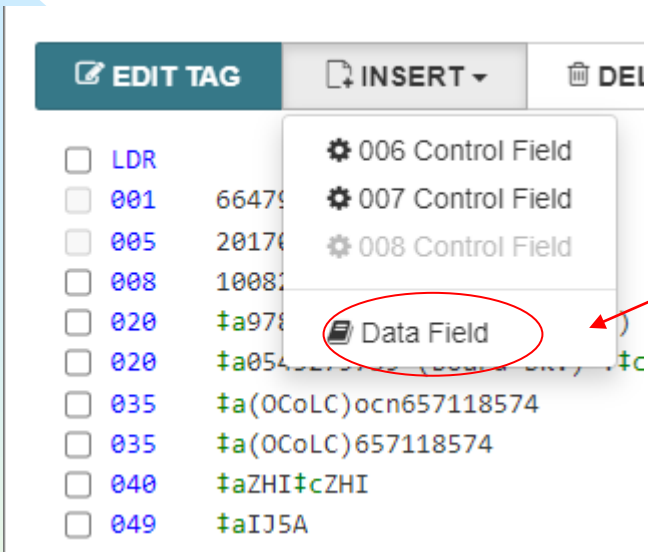
Bibliographic Fixed Field Selection

Please specify a valid form of material (006/00).

a - Language material

CONTINUE CANCEL

# Add MARC Tags and Editing MARC Tag Data, cont.



To add a new data field, select “Data Field.”

Enter a three-digit tag number in the Tag box.

Select a value (if required) for Indicator One and Two.

Enter text in the Data box to add subfield data.

Press OK.

The 'Insert Data Field' dialog box has the following fields:

- Tag:** A text input field with a vertical line cursor.
- Indicator One:** A dropdown menu.
- Indicator Two:** A dropdown menu.
- Data:** A large text area for entering subfield data.
- Footer:** 'CTRL+Q - Insert subfield delimiter (‡)' and 'OK' and 'CANCEL' buttons.

Red arrows point from the explanatory text on the right to the Tag, Indicator One, Indicator Two, and Data fields.

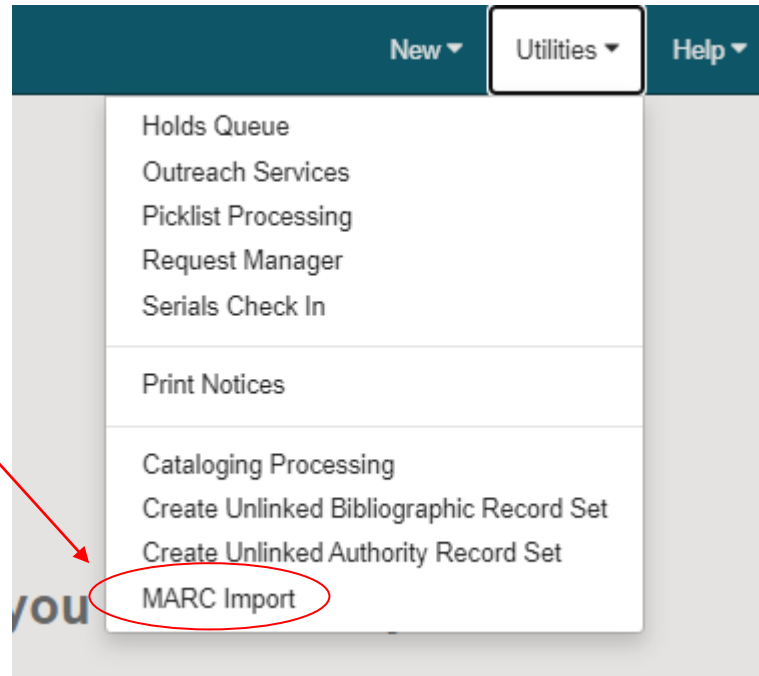
# Cataloging Keyboard Shortcuts in Leap

Action	Keyboard Shortcut
Edit the selected tag	E
Open the INSERT menu	I
Open the Insert Data Field dialog	I then F
Delete the selected tag	D
Move the selected tag up	Shift + Up arrow
Move the selected tag down	Shift + Down arrow
Insert subfield delimiter (‡) in tag Data field	Ctrl + Q



# Importing MARC Records in Leap

1. Select Utilities  
> MARC Import



2. Click on “1 – IHLS  
MARC Import – USE  
THIS ONE PLEASE”

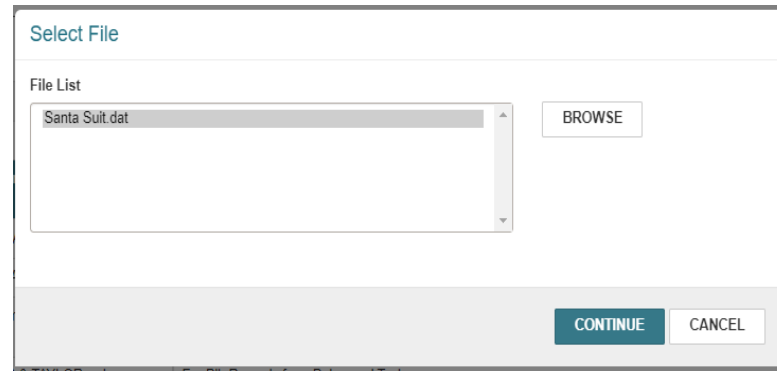
# Importing MARC Records in Leap, cont.

3. Press “SELECT FILE” to choose your records file previously downloaded from OCLC.

Import Files: 0 files selected

SELECT FILE

4. Once your import file is attached, press CONTINUE.



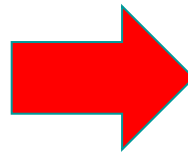
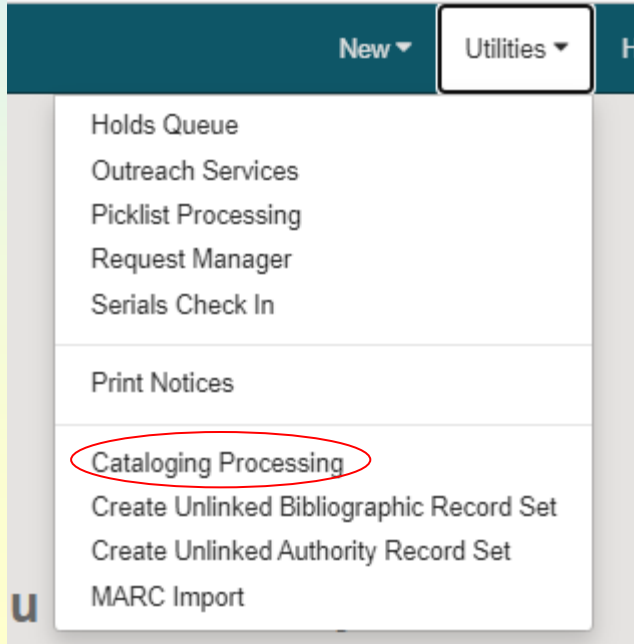
Then press IMPORT to start the import process.

IMPORT


CLOSE

# Accessing the MARC Import View

1. Select Utilities > Cataloging Processing.
2. Select MARC Import.
3. You can then sort and filter the results if you are looking for a specific record set by using the “Filter” box or by clicking on the column headings.



## Cataloging Processing

 Bibliographic Bulk Change [↑ MARC Import](#)

# Leap Bibliographic Bulk Change

- Leap now includes the ability to change the non-MARC, Leader, and MARC-tag information on several bibliographic records at once.
- You can also now edit the 006 and 007 MARC tags.
- For specific instructions on this process see pages 34-39 of the handout linked below:

[What's New in Polaris and Leap. 7.0](#)

# Creating and Viewing Issues and Parts in Leap

For Serials Module users:

- You can now view details and properties for any subscription issue or part record in Leap.
- You can now create a single issue or part record without having to predict the next set in the publication pattern.
- For specific instructions on this process see pages 40-46 of the handout linked below:

[What's New in Polaris and Leap. 7.0](#)



**Questions?**