
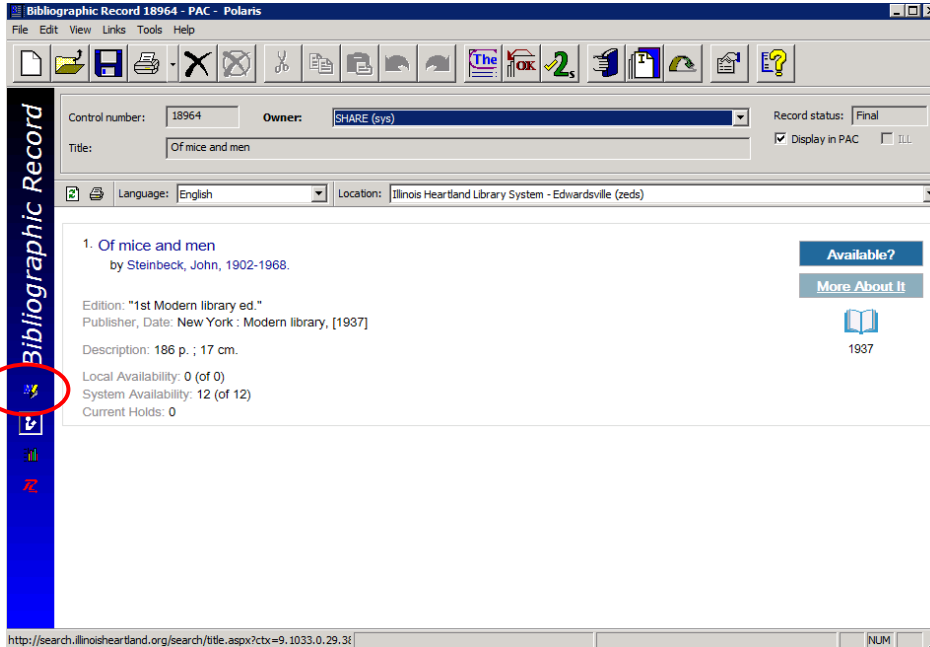


Editing bibliographic records in Polaris

General information

When opening an individual bibliographic record, Polaris defaults to opening the record in the **PAC** view. To change to the MARC view for review or editing, click the **MARC 21**

Editor icon 



Bibliographic Record 18964 - PAC - Polaris

Control number: 18964 Owner: SHARE (sys) Record status: Final

Title: Of mice and men Display in PAC ILL

Language: English Location: Illinois Heartland Library System - Edwardsville (zeds)


1. Of mice and men
by Steinbeck, John, 1902-1968.

Edition: "1st Modern library ed."
Publisher, Date: New York : Modern library, [1937]

Description: 186 p. ; 17 cm.

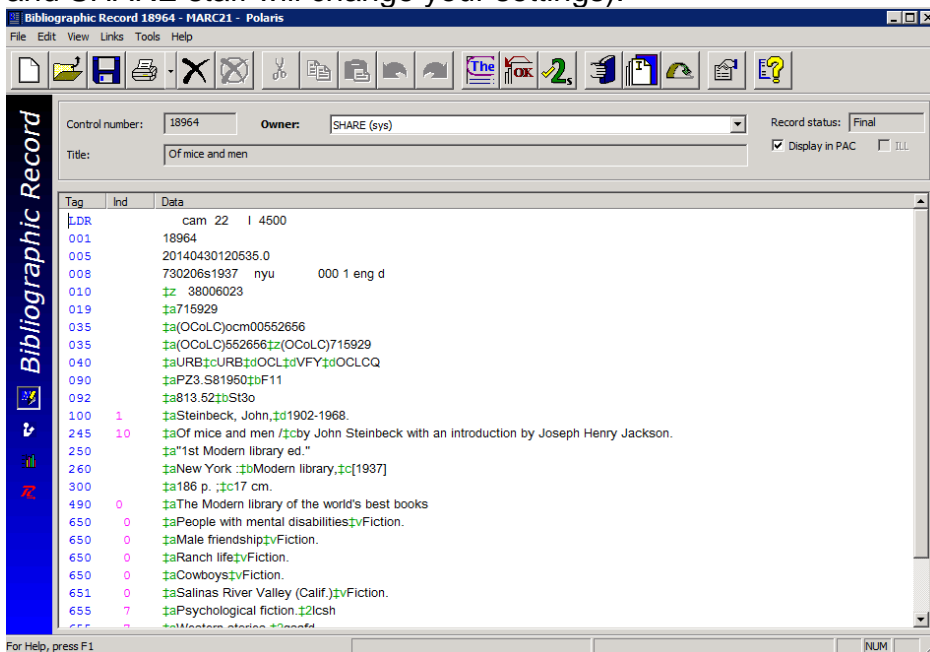
Local Availability: 0 (of 0)
System Availability: 12 (of 12)
Current Holds: 0

[Available?](#)
[More About It](#)

 1937

http://search.illinoisheartland.org/search/title.aspx?cbx=9.1033.0.29.3/

This opens the MARC view. (To make this your default view, submit a Help Desk ticket and SHARE staff will change your settings).



Bibliographic Record 18964 - MARC21 - Polaris

Control number: 18964 Owner: SHARE (sys) Record status: Final

Title: Of mice and men Display in PAC ILL

Tag	Ind	Data
001		18964
005		20140430120535.0
008		730206s1937 nyu 000 1 eng d
010		z 38006023
019		z715929
035		z(OCoLC)ocm00552656
035		z(OCoLC)552656z(OCoLC)715929
040		zURBzURBzOCLzVfYzOCLCQ
090		zPZ3.S81960tBF11
092		z813.52zS3o
100	1	zSteinbeck, John, z1902-1968.
245	10	zOf mice and men /zby John Steinbeck with an introduction by Joseph Henry Jackson.
250		z"1st Modern library ed."
260		zNew York :zModern library, z[1937]
300		z186 p. ;z17 cm.
490	0	zThe Modern library of the world's best books
650	0	zPeople with mental disabilitieszFiction.
650	0	zMale friendshipzFiction.
650	0	zRanch lifezFiction.
650	0	zCowboyszFiction.
651	0	zSalinas River Valley (Calif.)zFiction.
655	7	zPsychological fiction.zlcsH

For Help, press F1

When in the MARC view, you may increase or decrease the font size by holding down the CTRL key and rolling your mouse wheel.

Other views of the bibliographic record (icons on the blue sidebar)

Statistics view: Provides compiled statistics about the record, including number of linked items, first available date, circulation, etc.

Resources view: Not being used at this time

Bound With view: Not being used at this time

The top section of the record includes the menu bar, tool bar with icons, record control number, record owner, record status, title, and Display in PAC box

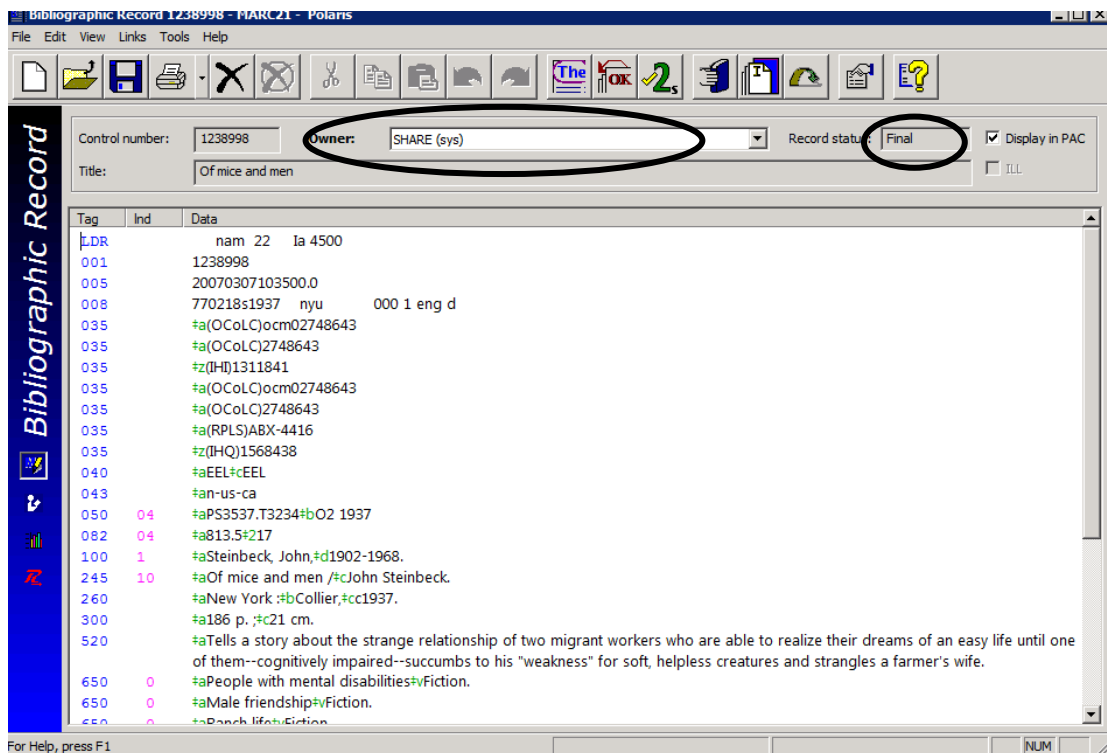
Owner: This field will say "SHARE (sys)". **Do not edit this field.**

Record status: There are three possible entries in this field:

Final: the record may be edited, holds may be placed, item records may be attached, and the record defaults to displaying in the PAC.

Provisional: the record has been identified as being a duplicate of an existing record. The record cannot be edited, no item records can be attached, and it will not display in the PAC.

Deleted: Marked for deletion. The record cannot be edited, no item records can be attached, and it will not display in the PAC.



Icons on the tool bar – what they mean



- **Check Headings:** Checks the authority files for an authority record that matches headings in the record



- **Check MARC21 Format:** Validates MARC21 coding



- **Replace/Check for Duplicates:** Checks for duplicate records & allows records to be merged



- **Place Hold:** Opens a Hold Request workflow



- **Create Item Records:** Opens a New Item Record workflow



- **Linked Item Records:** Opens a list of current holdings



- **Properties:** Provides statistics as well as general information on when the record was created and last edited



- **This Window Help:** Opens Polaris Help for bibliographic records

Editing Bibliographic Records

- You may use familiar Word functions to edit, i.e., cut, copy, paste, highlight and delete, etc.
- In addition to icons on the toolbar, many functions may be accessed through the Tools dropdown menu on the menu bar, or with function keys
- To insert diacritics or special characters, type **<ALT> + D** to bring up a table of characters. Highlight the desired character and click **Insert**, then close the table
- To delete a field, click to the left of the tag number to highlight the entire field, then click the **Delete** key
- To see a description of a particular MARC field/indicators/subfields, click in the field. The description will appear below the MARC record. (If you have your record maximized, the description won't be visible—click the maximize box in the top right corner to resize the record)
- When changes have been made, many icons on the tool bar will be grayed out until the record is saved

- Spacing in Polaris MARC records is different from spacing in OCLC MARC records. In general, for Polaris records there is no space between subfields, or between a subfield indicator and the data in the subfield, except for ISBD punctuation. There is a space before ISBD punctuation, but not after. Enter a space before the following punctuation:
 - MARC tag 020: Colon that precedes subfield c
 - MARC tag 245: Colon that precedes subfield b; slash that precedes subfield c
 - MARC tag 260/264: Colon that precedes subfield b
 - MARC tag 300: Colon that precedes subfield b; semi-colon that precedes subfield c; plus sign that precedes subfield e
 - MARC tag 490/8XX: Semi-colon that precedes subfield v
 - Enhanced MARC tag 505: Slash that precedes subfield r and dashes that precede subfield t

- **Examples:**

245 00 ‡aClassic poetry.‡nVol. 3,‡pRomantic era /‡cedited by James Thorp.

(Notice there is no space before the period preceding subfield n or the comma preceding subfield p. There is a space before the slash preceding subfield c)

264 1 ‡aNew York :‡bHarper Collins,‡c2000.

(Notice there is a space before the colon preceding subfield b, but no space before the comma at the end of subfield c)

100 1 ‡aWhite, Stephen,‡d1951-‡eauthor.

650 0 ‡aCats‡vJuvenile fiction.

(Example of fields without ISBD punctuation—no space before or after subfields)

Enhanced 505

505 00 ‡tIn for a penny /‡rLawrence Block --‡tTriangle /‡rJeffrey Deaver – ‡tSpooked /‡rCarolyn Hart --‡tOut of control /‡rClark Howard --‡tCapo /‡rJanet LaPierre --‡tSerpent's back /‡rlan Rankin --‡tSaint.

(Notice there is a space before the / preceding subfield r and a space before --, but no space after subfield t or r)

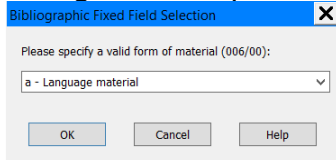
To add a field:

- Place your cursor in a field and press **<ENTER>**. This will add a blank line below the field
- Type in the MARC tag number, any appropriate indicators, and the first subfield. The system will supply the delimiter symbol
- For subfields other than the first one, type **<CTRL> + Q** to insert the delimiter symbol (‡)

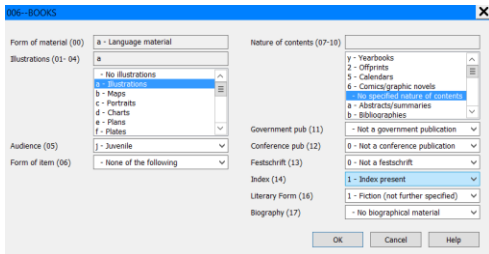
- Fields can be added at any spot in the record. When the record is saved, the order of fields will be rearranged appropriately. You may also click **Tools>Sort** on the menu bar to reformat the record at any time

To add MARC tag 006

- Place your cursor in a field and press **<ENTER>**. This will add a blank line below the field
- Type the tag number 006, then double-click in the tag number. The following dialog box will open:



- Choose the appropriate format type from the dropdown menu and click **OK**. A dialog box will open to allow you to enter the appropriate fixed field elements. Click **OK** when finished

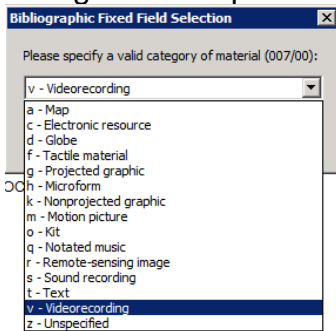


To edit an existing MARC tag 006

- Double-click in the number 006. The field will open to allow you to edit the individual fixed field elements
- Click **OK** to return to the MARC record

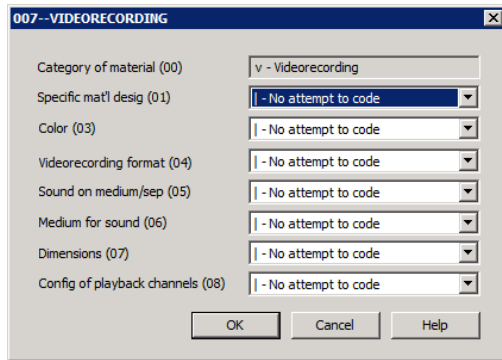
To add MARC tag 007

- Place your cursor in a field and press **<ENTER>**. This will add a blank line below the field
- Type the tag number 007, then double-click in the tag number. The following dialog box will open:



- Choose the appropriate format type from the dropdown menu and click **OK**. A box will open to allow you to complete the subfields

- Choose the appropriate code from the dropdown menu for each subfield and click **OK**

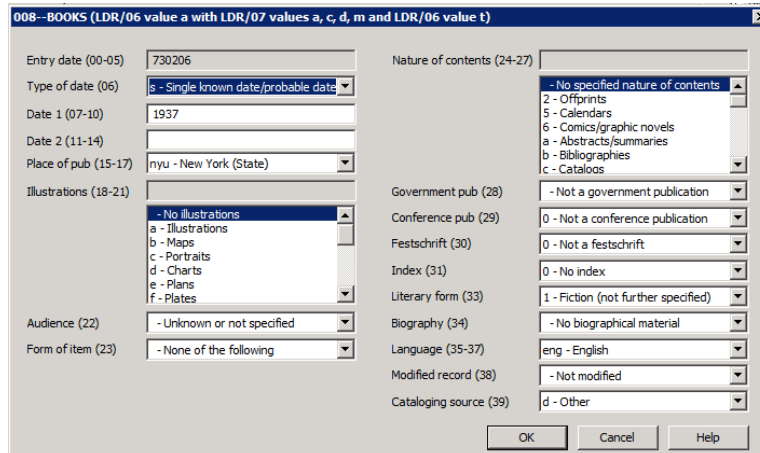


To edit an existing MARC tag 007

- Double-click in the number 007. The field will open to allow you to edit the individual subfields
- Click OK to return to the MARC record

To edit MARC tag 008

- Double click in the number 008. The field will open to allow you to edit the individual fixed field elements. Choose the appropriate code from the dropdown menu for each element:



- Click **OK** to return to the MARC record

To edit the Leader field

- Double click on LDR. This field will open to allow you to edit the individual elements. Choose the appropriate code from the dropdown menu for each element

LEADER - BIBLIOGRAPHIC DATA

Record status (05) c - Corrected or revised

Type of record (06) a - Language material

Bibliographic level (07) m - Monograph/item

Type of control (08) - No specific type

Character coding scheme (09) - MARC-8

Encoding level (17) I - Full-level input by OCLC partic


Descriptive cataloging form (18) i - ISBD punctuation included

Multipart resource record level (19) - Not specified or not applicable

OK Cancel Help

- Click **OK** to return to the MARC record

To save changes:

- Click **File>Save**, the **Save** icon,  or **CTRL + S**
- Polaris performs three functions when saving: checking headings, MARC validation, and duplicate checking
 - **Check headings:** Checks headings in the record against authority records in the database. You may see a message like this:

Check Headings Assistant

The bibliographic headings with no exact authority matches are listed below.

Heading	Solution
651 0 #aSalinas River Valley (Calif.)#vFiction.	Leave heading unlinked
655 0 #aPsychological fiction.	Leave heading unlinked

Continue Saving

Details

Edit Record

Preview

Cancel

Help

SHARE uses an automatic authority control subscription, so no action is required, unless you need to correct errors (i.e., a word is misspelled or a heading is constructed incorrectly). Click **Continue Saving**

- **Check MARC21 Format:** Checks MARC coding. If an error is found, you will see a message like this:

Check MARC21 Format: Results

To ignore the problems listed below, press the 'Continue Saving' button.

MARC Validation Problem
Tag 440 is an obsolete tag
Tag 650 indicator two value is invalid

Continue Saving

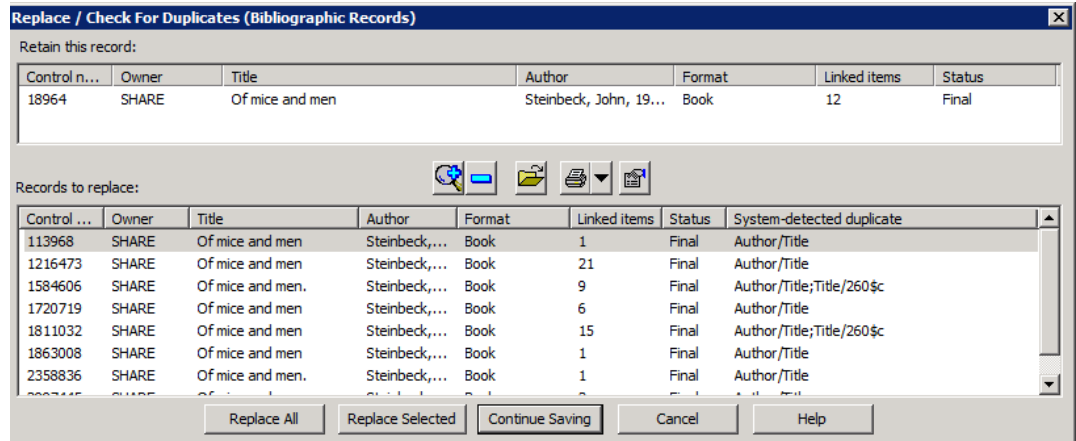
Edit Record

Cancel

Help

Click **Edit Record** or **Cancel** to go back to the record and correct coding errors. Save the record

- **Replace/Check for Duplicates:** checks for duplicate bibliographic records. If duplicates are found, you will see a message like this:





Each potential duplicate must be evaluated to determine if it meets the SHARE criteria for a duplicate record (not the same as the Polaris criteria!)

Do not merge records unless you are absolutely sure—it’s better to have duplicate records than a bad merge!

If you believe a record is a duplicate, submit a [Duplicate Record Merge Request](#) form on the SHARE website (Support>Forms) and SHARE staff will make a determination.

- Click **Continue Saving**
- When you have a bibliographic record open, other users will see a dialog box showing the record is being edited by your login. Other users can view the record and can attach item records, but won’t be able to edit
 - When you’re finished editing a bibliographic record, make sure to close the record completely. This allows other users to edit the record if needed

To delete a bibliographic record

- Click the Delete icon on the tool bar.  This changes the Record Status to Deleted.
- Deleted records remain in the database until they are purged by SHARE Bibliographic Services staff. Until they are purged, records can be “undeleted” by clicking the “Undelete” icon on the tool bar.  This restores the record to Final status.