



SIERRA CATALOGING

How to Edit a Bibliographic Record

To update bibliographic records in Catalog, you must be assigned permission 104 (update bibliographic records).

Retrieve the bibliographic record to be edited.

Modify a Fixed-Length Field

To edit any of the fixed-length field, double click in the box. The list will sort either by the code or the code label depending on your starting click.

Click Code to select the value:

Language: cze Czech Cat. Date: 08-06-2004 Suppression/Projec

Skip: 0 Bib Level: m MONOGRAPH

Location: multi Material Type: c PRINTED MUSIC

MARC Leader: ##### c c m 2 2 ##### l a 4 5 0 0

LOCATIONS: eb ,ju

Bib Utility No. 001 ocm01445486

Misc. 003 OCoLC

Misc. 005 19930716141412.0

Misc. 008 750714 s 1895 enk sg a n cze d

Standard No. 028 2 0 10998 bN. Simrock

Standard No. 028 3 0 851A bN. Simrock

Misc. 040 KSU;cKSU;dOCL;dm;c;dGZM

Misc. 041 czeengreger

Select dialog box options:

- UNKNOWN
- SER COMP PT
- SUBUNIT
- MONOGRAPH (selected)
- test
- MONO COMP PT
- COLLECTION
- INTGRTNG RES
- SERIAL
- eBooks

OK Cancel

Click code label to select the value:

Language: cze Czech Cat. Date: 08-06-2004 Suppression/Pro

Skip: 0 Bib Level: m MONOGRAPH

Location: multi Material Type: c PRINTED MUSIC

MARC Leader: ##### c c m 2 2 ##### l a 4 5 0 0

LOCATIONS: eb ,ju

Bib Utility No. 001 ocm01445486

Misc. 003 OCoLC

Misc. 005 19930716141412.0

Misc. 008 750714 s 1895 enk sg a n cze d

Standard No. 028 2 0 10998 bN. Simrock

Standard No. 028 3 0 851A bN. Simrock

Misc. 040 KSU;cKSU;dOCL;dm;c;dGZM

Select dialog box options:

- k
- eBooks
- MONO COMP PT
- SER COMP PT
- SUBUNIT
- UNKNOWN
- COLLECTION
- INTGRTNG RES
- MONOGRAPH (selected)
- SERIAL
- test
- @

OK Cancel

Training

To Add a date, click a date box, there are three ways to add the date:

- type in the date
- Type “c” or double click in the field to see the calendar
- Type “t” for today’s date

Cat. Date - -

Bib Level m MONOGRAPH

Material Type c PRINTED

cze d

Select Date

August 6 2020

<< < August 2020 > >>

Sun Mon Tue Wed Thu Fri Sat

1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 31

OK Cancel

Modify a Variable-Length Field

Edit Special fields (Leader, 006, 007, 008)

To edit these fields, right click | Expand field

MARC Leader ##### n a m 2 2 ##### l a 4 5 0 0

Bib Utility No. 001 45113582

Misc. 003 OCoLC

Misc. 005 20010109123207.0

Misc. 006 j st n

Misc. 007 s d f u n g n n - - - e u

Misc. 008 001003 s 2000 mnu a g m b a 0

Standard No. 020 0786657766 (Mel Bay):

Standard No. 020 0963880144

Bib Utility No. 035 964343

Misc. 040 SVP|c SVP|d LKR

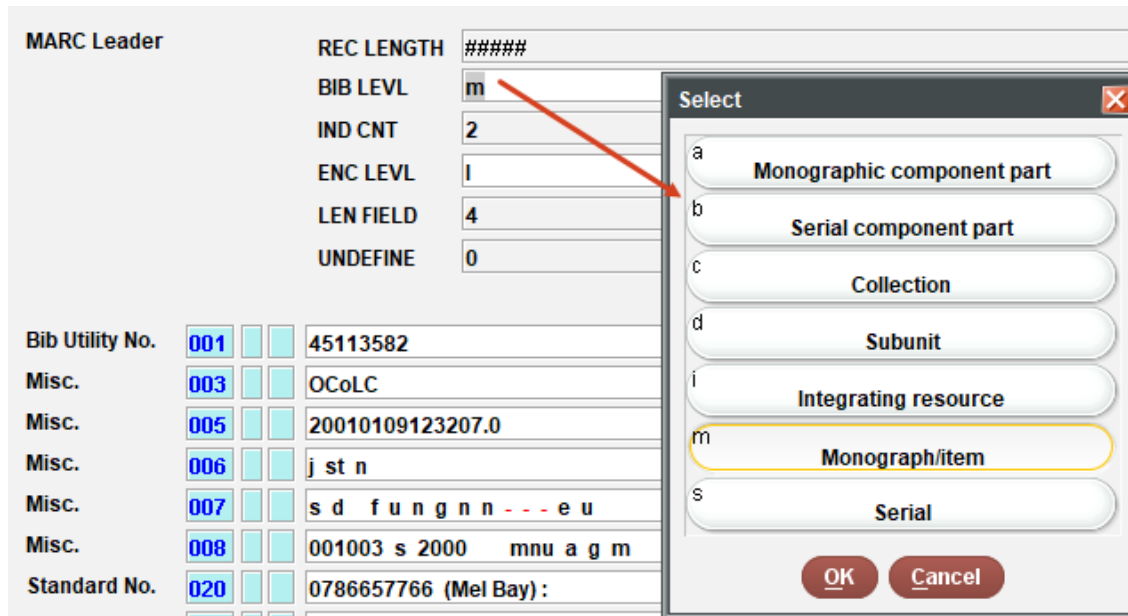
Authors 100 1 Dworsky, Alan I

Context Menu:

- Cut Ctrl-X
- Copy Ctrl-C
- Paste Ctrl-V
- Edit Field Ctrl-E
- Copy Field Ctrl-O
- Paste Field Ctrl-J
- Insert Field Ctrl-I
- Delete Field Ctrl-D
- Expand Field Ctrl-R
- Move to Top of Group
- Move to Bottom of Group
- Move Up(H)
- Move Down

Training

Double click in a field to select a value. Each list contains the standard MARC21 values.

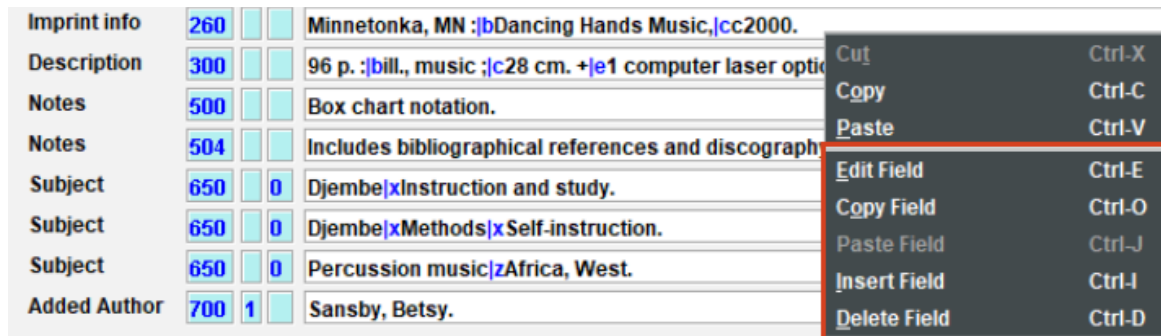


MARC Leader		REC LENGTH	#####
	BIB LEVEL	m	
	IND CNT	2	
	ENC LEVEL	1	
	LEN FIELD	4	
	UNDEFINE	0	

Bib Utility No.	001	45113582
Misc.	003	OCOLC
Misc.	005	20010109123207.0
Misc.	006	j st n
Misc.	007	s d f u n g n n - - - e u
Misc.	008	001003 s 2000 mnu a g m
Standard No.	020	0786657766 (Mel Bay):

To edit a variable length-field type in the field, right click or click Edit from the menu bar and select or use the following keyboard shortcuts:

- “Ctrl e” or type changes in the field
- “Ctrl j” to paste field
- “Ctrl o” to copy field
- “Ctrl i” to insert field or hit enter and type in MARC tag. Sierra recognizes the correct Field Group Tag for each MARC filed.
- “Ctrl d” to delete field

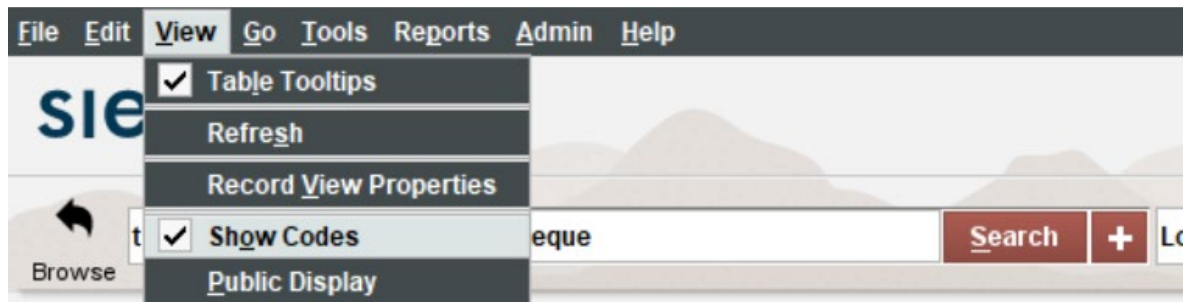


Imprint info	260	Minnetonka, MN :bDancing Hands Music, cc2000.
Description	300	96 p. :bill., music ;c28 cm. +e1 computer laser opti
Notes	500	Box chart notation.
Notes	504	Includes bibliographical references and discograph
Subject	650	0 Djembe xInstruction and study.
Subject	650	0 Djembe xMethods xSelf-instruction.
Subject	650	0 Percussion music zAfrica, West.
Added Author	700	1 Sansby, Betsy.

Entering Diacritics and Special Characters

To display the Unicode values of special characters in a record, open the record, choose **View | Show Codes** from the menu bar.

Training



Clicking **Show Codes** displays the special characters in a record as Unicode values.

Authors	100	1	Dvořák, Antonín, 1841-1904.
TITLE	240	1 0	Biblické písně. // Polyglot
TITLE	245	1 0	Biblische Lieder : für eine hohe Stimme = Biblical songs : for high voice = Biblické písně : op. 99 // c Antonín Dvořák.
Authors	100	1	Dvo(u0E49)r(u0E42)ak, Anton(u0E42)in, 1841-1904.
TITLE	240	1 0	Biblick(u0E42)e p(u0E42)isn(u0E49)e. // Polyglot
TITLE	245	1 0	Biblische Lieder : f(u0E48)ur hohe Stimme = Biblical songs : for high voice = Biblick(u0E42)e p(u0E49)e : op. 99 // c Ant

Moving (re-ordering) variable length fields

Place the cursor in the field, right click. There are options to move the field up or down or move it to the top or bottom of the group.

Training

TITLE	245	1	0	Charlie Parker played be bop <h>[sound recording] /cChris Raschka.</h>
Imprint info	260			Pine Plains, NY :bLive Oak Media, cp2000.
Description	300			1 sound cassette (14:16 min.) :banalog, stereo., Dolby processed + e1 book
Notes	508			Musical direction by Rory Young.
Notes	511	0		Performance by jazz vocalist Richard Allen ; introduction and historical pers
Notes	518			Recorded at ACME Recording Studios, Mamaroneck, New York.
Notes	520			Introduces the famous saxophonist and his style of jazz known as bebop ; in
Subject	600	1	0	Parker, Charlie, d1920-1955 vJuvenile literature.
Subject	600	1	1	Parker, Charlie, d1920-1955.
Subject	650		0	Jazz.
Subject	650		0	Jazz musician.
Subject	650		0	Musicians.
Subject	650		0	African Amer

Copy Ctrl-C
Cut Ctrl-X
Paste Ctrl-V
Edit Field Ctrl-E
Copy Field Ctrl-O
Paste Field Ctrl-J
Insert Field Ctrl-I
Delete Field Ctrl-D
Move to Top of Group
Move to Bottom of Group
Move Up(H)
Move Down
Change to non-MARC

This publication is supplied for the exclusive use of customers of Innovative Interfaces with the understanding that it shall not be shown or distributed to anyone outside of the customer's organization without the prior written permission of Innovative Interfaces. This publication may be copied only if the copies are for the exclusive use of staff members of libraries that have purchased the Innovative system.

© 2022, Innovative Interfaces, Inc.