



SIERRA CATALOGING

How to Create a Bibliographic Record

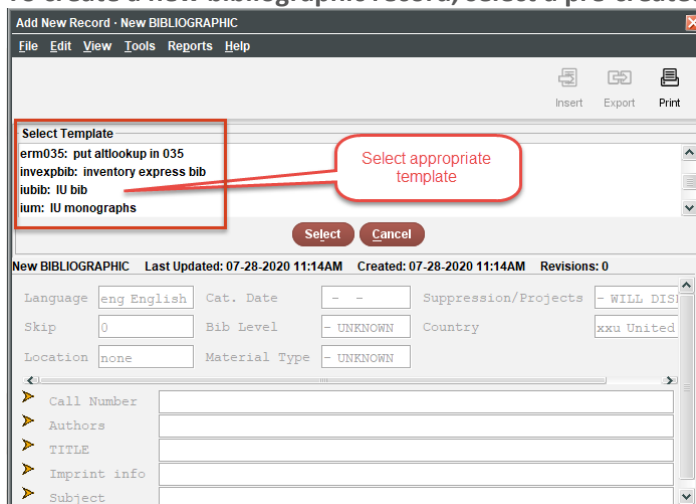
To create bibliographic records in Catalog, you must be assigned permission 102 (Create bibliographic records).

Bibliographic records can be created from Catalog, Serials Checkin, Place Orders or Receive Function.

This record is created in the Catalog Function | Click New



To create a new bibliographic record, select a pre-created [bibliographic template](#):



The template may use the dialog box also known as the Wizard which will prompt you to fill in the fields or it may be already populated

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Date fields can be populated by:

- Double click inside the box, a calendar will display, select the date
- Type in the date
- Type the letter 't' to insert today's date

If the prepopulated value in a fixed-length field needs to be changed, key a valid code or double click to see a list of the valid values for the field. The list will sort either by the code or the code label depending on your starting click.

The template may prompt for variable-length fields. Type in the data in the correct format:

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Add New Record - New BIBLIOGRAPHIC

File Edit View Tools Reports Help

Insert Save Verify Export Print Cancel

New BIBLIOGRAPHIC Last Updated: 07-29-2020 10:32AM Created: 07-29-2020 10:32AM Revisions:

Language eng English Cat. Date 07-29-2020 Suppression/Proje
Skip 0 Bib Level m MONOGRAPH Country
Location xl Training Library Material Type a PRINTED BK/JNL

Insert a MARC field

a Authors 100 1 Blanc, Simon

Next Cancel New Record Creation

Description 300
Subject 650 0

New BIBLIOGRAPHIC Record Record Creation Mode (OVR)

After the last prompt if additional variable length fields need to be added, click "Insert".

Browse TITLE Search Local

Insert Save Save All View Print Photo Su

Language eng English Cat. Date 07-29-2020 Suppression/Projects - WILL DISPLAY
Skip 4 Bib Level m MONOGRAPH Country xku United States
Location xl Training Library Material Type a PRINTED BK/JNL

Authors 100 1 Blanc, Simon
TITLE 245 1 4 The modern times
Imprint info 260 Cambridge, UK ; la Malden, MA : lb Polity Press.
Subject 650 0 Presidents lx Election.

Insert a MARC field

c Call Number 099

OK Cancel

Insert a call number:

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

Authors 100 1 Blanc, Simon
TITLE 245 1 4 The modern times
Imprint info 260 Cambridge, UK ; la Malden, MA : lb Polity Press.
Subject 650 0 Presidents lx Election.

Insert a MARC field

c Call Number 050 E910 lb .A43 2020

OK Cancel

Once all the fields are added click Save.

Browse TITLE Search Local

Insert Save Save All View Print Photo Su

Language eng English Cat. Date 07-29-2020 Suppression/Projects - WILL DISPLAY
Skip 4 Bib Level m MONOGRAPH Country xku United States
Location xl Training Library Material Type a PRINTED BK/JNL

Call Number 050 E910 lb .A43 2020
Authors 100 1 Blanc, Simon
TITLE 245 1 4 The modern times
Imprint info 260 Cambridge, UK ; la Malden, MA : lb Polity Press. lc 2020.
Subject 650 0 Presidents lx Election.

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The saved record will have the new record number, last updated, created date and revisions:

b12590307 Last Updated: 07-29-2020 10:54AM Created: 07-29-2020 10:54AM Revisions: 0			
Language	eng English	Cat. Date	07-29-2020
Skip	4	Bib Level	a MONOGRAPH
Location	x1 Training Library	Country	xxu United States
		Material Type	a PRINTED BK/JNL
MARC Leader ##### n a m 2 2 ##### a 4 5 0 0			
Call Number	050	E910 .b .A43 2020	
Authors	100 1	Blanc, Simon	
TITLE	245 1 4	The modern times	
Imprint info	260	Cambridge, UK : la Malden, MA : lb Polity Press, lc 2020.	
Subject	650 0	Presidents lx Election.	

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