Fixed Fields

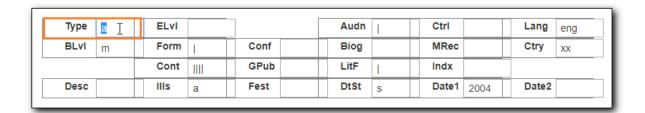
Editing MARC Record Leader and Fixed Field 008

Parts of the leader and the 008 can be edited in the MARC Editor via the fixed field editor box displayed above the MARC record in default MARC Edit view, and at top of record in Flat-Text Editor view. Information about the leader and the 008 can be found on the Library of Congress's MARC Standards page at http://www.loc.gov/marc/

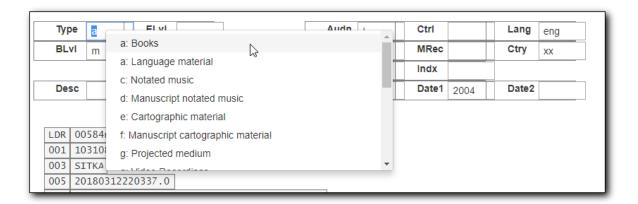
To edit the fixed fields, it is easiest to use default Edit MARC view and click on the name of the field. In Flat-Text Editor view, you must place the cursor at the correct position in the number to edit. When you click on the field name, e.g. Date1, what you type will appear in the box. When you click on the field box itself, you have to backspace your cursor to the very beginning of the box in order to type, because there are space takers in these positionally defined fields. Right-clicking in certain fields such as Type, BLvl, Form, Audn, and Lang will show a drop-down menu of possible choices.

The format filter (eg. Books, E-Books, Audiobooks, Videos etc.) and format icons in the OPAC rely on accurate coding in the Leader, 008 and 007.

- 1. Retrieve and display record in Edit MARC view.
- 2. Click into any box displayed in the fixed field editor. In this example we are editing the first position, the Type or Format box, to describe the format of the resource, textual material, by use of an "a".



3. Right-clicking in the box will show a list of possible values (eg. BLvl, Type, Form Audn, and Lang). Choose from this list to populate the box.



4. You can press the **Tab** key or use the mouse to click through to each field, and can delete and add text as required by backspacing or highlighting existing text and over typing. Here the publication date is being edited; OPAC searches filtered by date rely on correct coding in the 008.

Туре	а	ELVI			Audn	1	Ctrl	Lang eng
BLvI	m	Form		Conf	Biog		MRec	Ctry XX
		Cont	IIII	GPub	LitF	1	Indx	
Desc		IIIs	а	Fest	DtSt	s	Date1 2004	Date2

5. Click Save Record.

■ Flat Te	■ Flat Text Editor ■ Stack subfields					Reco	rd Type	В	KS	Sele	ect a Sour	ce	•	Va	alidate	Save	Delete	Help			
Туре	а	П	ELvI					Α	udn		Ctrl		Lang	eng							
BLvI	m		Form	I	С	onf		В	iog		MRec		Ctry	XX							
			Cont	III	G	Pub		Li	itF		Indx										
Desc			IIIs	a	F	est		D	tSt	s	Date1	2004	Date2								

6. The OPAC icon for textual materials is displayed as in the example below.



007 – Common examples for SD 63 libraries

Audiobooks	CD audiobook	sd fsngnn ud
	Cassette audiobook	ss lunjic ue
Books	Physical	Usually don't have an 007 field
Videos	DVD – colour with Dolby surround sound	vd cvaizq
	VHS - colour	vf cbahou

Detailed examples for 007

CD audiobook - sd fsngnn ud

007/00 = Category of material	s – sound recording
007/01 = Specific material designation	d – sound disc
007/02 = undefined	- undefined (pipe symbol) - CTRL + \ key
007/03 = Speed	f – 1.4 m. per second
007/04 = Configuration of playback channel	s - stereophonic
007/05 = Groove width or pitch	n – not applicable
007/06 = Dimensions	g – 4 ¾ in.
007/07 = Tape width	n – not applicable
007/08 = Tape configuration	n – not applicable
007/12 = Special playback	u - unknown

007/13 = Capture and storage technique	d – digital storage or a – analog storage (most pre-1980's recordings)
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Cassette audiobook - ss lunjlc ue

007/00 = Category of material	s – sound recording
007/01 = Specific material designation	s – sound cassette
007/02 = undefined	- undefined (pipe symbol) - CTRL + \ key
007/03 = Speed	I – 1 7/8 ips
007/04 = Configuration of playback channel	u - unknown
007/05 = Groove width or pitch	n – not applicable
007/06 = Dimensions	j – 3 7/8 in x ½ in.
007/07 = Tape width	I – 1/8 in.
007/08 = Tape configuration	c - quarter
007/12 = Special playback	u - unknown
007/13 = Capture and storage technique	d – digital storage or a – analog storage (most 1940 - 80's recordings)

DVD - vd|cvaizq

007/00 = Category of material	v – videorecording					
007/01 = Specific material designation	d - videodisc					
007/02 = undefined	- undefined (pipe symbol) - CTRL + \ key					
007/03 = Color	c - multicolored					
007/04 = Videorecording format	v - DVD					
007/05 = Sound on medium or separate	a – sound on medium					
007/06 = Medium for sound	i - videodisc					
007/07 = Dimesnions	z- other					
007/08 = Configuration of playback channel	q – Quadraphonic, multichannel or surround (use for Dolby surround)					

VHS - vf |cbahou

007/00 = Category of material	v – videorecording
007/01 = Specific material designation	f - videocassette
007/02 = undefined	- undefined (pipe symbol) - CTRL + \ key
007/03 = Color	c - multicolored
007/04 = Videorecording format	b - VHS
007/05 = Sound on medium or separate	a – sound on medium
007/06 = Medium for sound	h - videotape
007/07 = Dimensions	o – ½ in.
007/08 = Configuration of playback channel	u - unknown