

Chapter 14 -- Using the MARC Editor

Bibliographic records can be edited by selecting the **MARC Edit** view from **Actions for this Record**.

Record Summary ([Add Volumes](#)) ([View MARC](#))

Title: Iraq Edition: TCN: 16901708 Created By: jnprlvincnt
 Author: Sonneborn, Liz. Pub Date: 2012 Database ID: 19508918 Last Edited By: dengle
 Bib Call #: D570.62.563 2012 Record Owner: Last Edited On: 2012-05-21 11:12 AM

Start Previous Next End Search Results Actions for this Record

Go Back Reload Go Forward

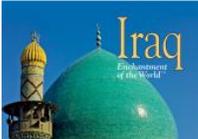
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Evergreen Indiana Search Advanced Search

Recent searches +

 Iraq / by Liz Sonneborn.
 Sonneborn, Liz. (Author). Sonneborn, Liz. (Credited).

Available copies

- 13 copies at Evergreen Indiana.

OPAC View
 MARC View
MARC Edit
 Holdings Maintenance
 Manage Conjoined Items
 Manage Parts
 View Holds
 View/Place Orders

Add to Bucket
 Mark for Overlay
 Delete Record
 Undelete Record

Add Volumes
 Mark as Title Hold Transfer Destination
 Transfer All Title Holds
 Mark as Target for Conjoined Items

Duplicate in New Tab

The record will open in the MARC Editor view:

Record Summary ([Add Volumes](#)) ([View MARC](#))

Title: Iraq Edition: TCN: 16901708 Created By: jnprlvincnt
 Author: Sonneborn, Liz. Pub Date: 2012 Database ID: 19508918 Last Edited By: dengle
 Bib Call #: D570.62.563 2012 Record Owner: Last Edited On: 2012-05-21 11:12 AM

Start Previous Next End Search Results Actions for this Record

Options

Stack subfields Flat-Text Editor Fast Item Add Validate Save Record Help

Call Number Item Barcode

MARC Record

Fixed Fields -- Record type: BKS

Type	a	ELvl	I	Srcce	d	Audn	j	Ctrl	Lang	eng
BLvl	m	Form		Conf	0	Biog		MRec	Ctry	nyu
		Cont	b	GPub		LitF	0	Indx	1	
Desc	a	Ills	ab	Fest	0	DtSt	s	Date1	2012	Date2

Bibliographic source

Update source

```

LDR | 01000cam a2200289Ia 4500
001 | 19508918
003 | EG-IN
005 | 20120521151259.0
008 | 110803s2012 nyuab j b 001 0 eng d
010 | #a 2011032218
020 | #a 9780531253120 (lib. bdg.)
020 | #a 0531253120
040 | #a DLC #c DLC
042 | #a pcc
043 | #a a-1q---
050 0 0 | #a D570.62 #b .S63 2012
082 0 0 | #a 956.7 #2 23
100 1 | #a Sonneborn, Liz.
245 1 0 | #a Iraq / #c by Liz Sonneborn.
260 | #a New York : #b Children's Press, #c 2012.
300 | #a 144 p. : #b col. ill. ; #c 24 cm.
490 1 | #a Enchantment of the world. Second series
504 | #a Includes bibliographical references and index.
#a In recent years, Iraq has been best known for its role in several world conflicts. But there is more to the nation than just war and political unrest. Readers will explore Iraq's entire history, from the first appearance of ancient civilizations thousands of years ago to the recent changes in the
  
```

Whenever you edit a MARC record please refer to the Evergreen Indiana Procedures Guide <http://www.in.gov/library/3386.htm> to ensure that you have edited the record to meet the standards of the consortium.

TIP: When you have MARC editor checked in the Z39.50 import screen, the MARC editor will also open automatically as part of the import process, and records can be edited at that time.

There are two main parts of the MARC Record, the Fixed Fields, and the Variable fields.

Editing Fixed Fields

The fixed fields are displayed as a grid at the top of the record as well as in the 008 field. It's generally easier to make edits using the grid than in the 008 field.

It's important to check these fields and make sure the information included is accurate, as they affect searching and display for the record. The Type field is particularly important, as it affects both the type icons displayed in the OPAC and the item type search filters. Other fields which relate to Search filters include Audn, Lang, Blvl, Form, Date1, and LitF.

TIP: For information about valid fixed field entries, see <http://www.oclc.org/bibformats/en/fixedfield/default.shtm>

The screenshot shows the MARC Editor interface. At the top, there is a 'Record Summary' section with fields for Title, Author, Bib Call #, Edition, Pub Date, TCN, Database ID, Record Owner, Created By, Last Edited By, and Last Edited On. Below this is a navigation bar with buttons for Start, Previous, Next, End, and Search Results. The 'Options' section includes checkboxes for Stack subfields, Flat-Text Editor, and Fast Item Add, along with buttons for Validate, Save Record, and Help. There are also input fields for Call Number and Item Barcode. The main area is titled 'MARC Record' and shows a 'Fixed Fields -- Record type: BKS' grid. The grid has columns for Type, ELvl, I, Srce, d, Audn, j, Ctrl, Lang, and other fields. The 'Type' field is highlighted with a red box. To the right of the grid is a 'Bibliographic source' dropdown menu and an 'Update source' button.

Type	ELvl	I	Srce	d	Audn	j	Ctrl	Lang	eng
Blvl	m	Form	Conf	0	Biog		MRec	Ctry	nyu
Desc	a	Ills	ab	Fest	0	DtSt	s	Date1	2012

You can use the tab key to navigate from field to field, or you can click on the box to enter the necessary information.

NOTE: In version 2.2.2, when all the characters in a given fixed field are filled in, the cursor jumps down to the variable fields.

Here the spaces have been filled in, so it has been registered in the 008 line and the change will save.

MARC Record

Fixed Fields -- Record type: BKS

Type	a	ELvl	I	Srce	d	Audn		Ctrl		Lang	eng
BLvl	m	Form		Conf	0	Biog		MRec		Ctry	nyu
		Cont	b	GPub		LitF	0	Indx	1		
Desc	a	Ills	ab	Fest	0	DtSt	s	Date1	2012	Date2	

LDR		01000cam	a22002891a	4500							
001		19508918									
003		EG-IN									
005		20121127181248.0									
008		110803s2012	nyuab	b		001	0	eng	d		



NOTE: If there is no 008 field in the record, you will be unable to save changes to the fixed fields. If this occurs, you can add the 008 field using the flat text editor. See page 14. Using the Flat Text Editor for details. Overlaying the record or merging it to another lead record with an 008 field will also solve the problem. See **Chapter 13 – Overlaying Records** or **Chapter 19 – Merging Records** if needed

TIP: Different types of records have different fixed fields. Here you can see fixed fields for sound recordings and video recordings. The Record type listed depends on the code entered in the Type field.

MARC Record

Fixed Fields -- Record type: REC

Type	j	ELvl	I	Srce	d	Audn	g	Ctrl		Lang	eng
BLvl	m	Form						MRec		Ctry	tnu
Desc	a					DtSt	p	Date1	2008	Date2	1957
TrAr	n	Part	n	LTxt		FMus	n	AccM		Comp	mu



MARC Record

Fixed Fields -- Record type: VIS

Type	g	ELvl	I	Srce	d	Audn	g	Ctrl		Lang	eng
BLvl	m	Form						MRec		Ctry	cau
				GPub							
Desc	a					DtSt	s	Date1	2005	Date2	
TMat	v	Time	100	Tech	a						

TIP: If a fixed field is highlighted, but nothing appears in the box when you type, try backspacing.

Editing the Variable Fields

The variable fields have several parts. Each field has a field tag, first and second indicators, and at least one subfield.

The field tag is the 3 digit number in the box at the beginning of the line. The field tags are circled below.

100	1		+a Sonneborn, Liz.
245	1	0	+a Iraq / +c by Liz Sonneborn.
260			+a New York : +b Children's Press, +c 2012.
300			+a 144 p.: +b col. ill.; +c 24 cm.

Each row is a field, named by the field tag, e.g. the 245 field, the 020 field, etc.

Each field has two indicators. The indicators are the numbers in the next two columns.

First Indicators



100	1		+a Sonneborn, Liz.
245	1	0	+a Iraq / +c by Liz Sonneborn.
260			+a New York : +b Children's Press, +c 2012.
300			+a 144 p.: +b col. ill.; +c 24 cm.

Second Indicator

NOTE: In many of the fields, the indicators are not used, and they mean different things for different fields.

Each field also contains at least one subfield. The subfields are the text indicated by a subfield delimiter and are named by a letter: 245 subfield a, 020 subfield z, etc. The delimiter is indicated in Evergreen by a dagger symbol, which is circled below. The delimiter and subfield name are displayed in blue. Often in text, the delimiter will be indicated by a dollar sign, for example: 020\$.z.

100	1		+a Sonneborn, Liz.
245	1	0	+a Iraq / +c by Liz Sonneborn.
260			+a New York : +b Children's Press, +c 2012.
300			+a 144 p.: +b col. ill.; +c 24 cm.

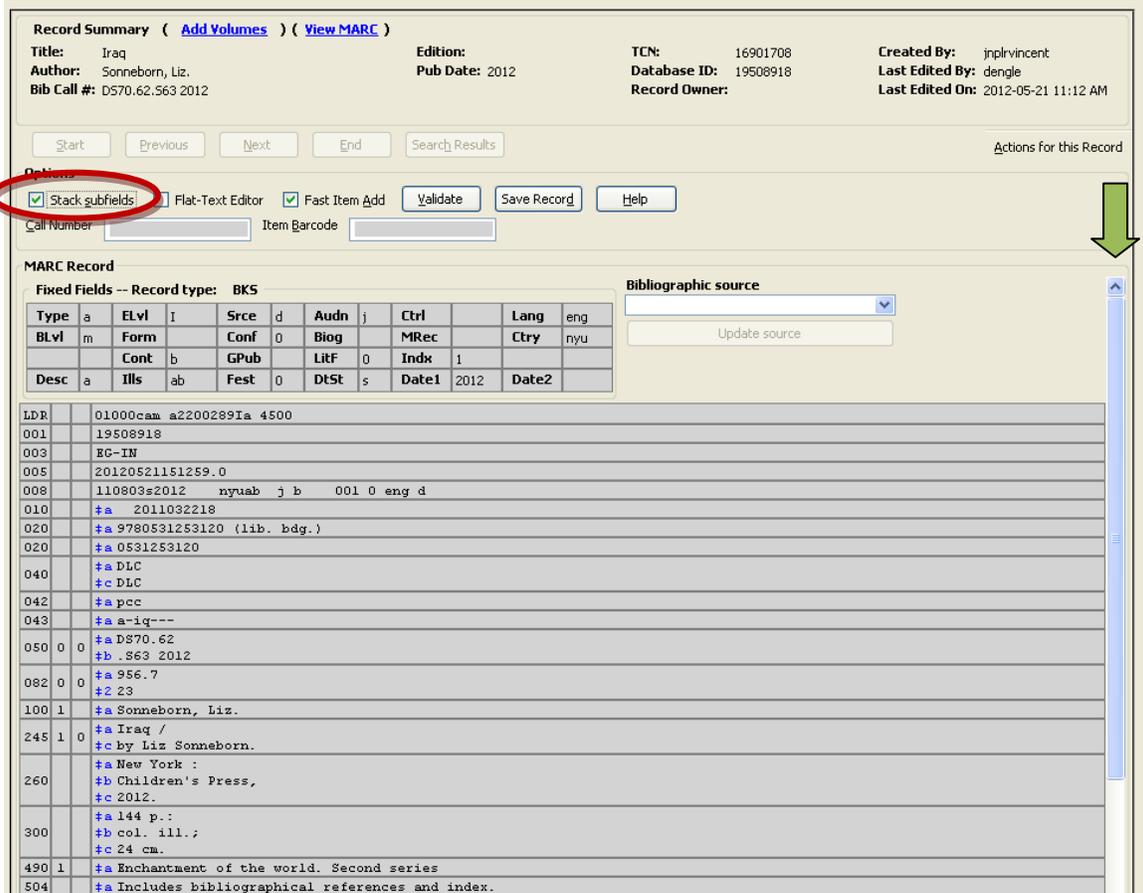
NOTE: Different subfields are valid for different fields, and the order of the subfields may vary.

See <http://www.oclc.org/bibformats/en/default.shtm> for more information about the fields, indicators, and subfields.

Evergreen Indiana Cataloging Training Manual

Chapter 14 – Using the MARC Editor

The MARC editor displays the subfields on one line by default, as seen in the previous examples. If you prefer, you can place a check mark in the **Stack subfields** box, and the subfields will each display on a separate line as shown below:



The screenshot shows the MARC Editor interface. At the top, there is a "Record Summary" section with fields for Title, Author, Bib Call #, Edition, Pub Date, TCN, Database ID, Record Owner, Created By, Last Edited By, and Last Edited On. Below this is a navigation bar with buttons for Start, Previous, Next, End, and Search Results. A "Options" section contains a checked checkbox for "Stack subfields", along with "Flat-Text Editor", "Fast Item Add", "Validate", "Save Record", and "Help" buttons. The "MARC Record" section displays a table of fixed fields and a list of MARC lines. A vertical scroll bar is visible on the right side of the MARC lines, and a green arrow points to it. The "Stack subfields" checkbox is circled in red.

Type	a	Elvl	I	Srcce	d	Audn	j	Ctrl	Lang	eng	
BLvl	m	Form		Conf	0	Biog		MRec	Ctry	nyu	
Desc	a	Ills	ab	Fest	0	DtSt	s	Date1	2012	Date2	

```
LDR | 01000cam a2200289Ia 4500
001 | 19508918
003 | EG-IV
005 | 20120521151259.0
008 | 110803s2012 nyuab j b 001 0 eng d
010 | $a 2011032218
020 | $a 9780531253120 (lib. bdg.)
020 | $a 0531253120
040 | $a DLC
040 | $c DLC
042 | $a pcc
043 | $a a-iq--
050 0 0 | $a D870.62
050 0 0 | $b .S63 2012
082 0 0 | $a 956.7
082 0 0 | $2 23
100 1 | $a Sonneborn, Liz.
245 1 0 | $a Iraq /
245 1 0 | $c by Liz Sonneborn.
260 | $a New York :
260 | $b Children's Press,
260 | $c 2012.
300 | $a 144 p. :
300 | $b col. ill. ;
300 | $c 24 cm.
490 1 | $a Enchantment of the world. Second series
504 | $a Includes bibliographical references and index.
```

You will likely need to use the scroll bar at the right to scroll up and down to view the whole record.

Depending on your monitor and font settings, in some cases with long fields you may find a scroll bar at the bottom of the screen to view the whole line:



Evergreen Indiana Cataloging Training Manual

Chapter 14 – Using the MARC Editor

Record Summary ([Add Volumes](#)) ([View MARC](#))

Title: High-tech Olympics **Edition:** **TCN:** ocn693809866 **Created By:** ucpl-cat1
Author: Hunter, Nick. **Pub Date:** 2012 **Database ID:** 19334733 **Last Edited By:** hm-cat1
Bib Call #: GV721.5.H845 2012 **Record Owner:** **Last Edited On:** 2012-11-27 12:19 PM

Start Previous Next End Search Results Actions for this Record

Options

Stack subfields Flat-Text Editor Fast Item Add

Call Number Item Barcode

MARC Record

Fixed Fields -- Record type: BKS

Type	a	ELvl	I	Srcce	Audn	j	Ctrl	Lang	eng
BLvl	m	Form		Conf	0	Biog	MRec	Ctry	ilu
		Cont	b	GPub		LRF	0	Indx	1
Desc	a	ills	a	Fest	0	DtSt	s	Date1	2012
								Date2	

Bibliographic source

LDR	01937cam a2200457Ia 4500
001	19334733
003	EG-IN
005	20121127171554.0
008	101210s2012 ilua j b 001 0 eng
010	#a 2010049494
035	#a (0CoLC)ocn693809866
040	#a DLC #b eng #c DLC #d BTCTA #d QBX #d JST #d EDX #d RINCP #d YDXCP #d IUI
020	#a 9781410941213 (lib bdg)
020	#a 1410941213 (lib bdg)
020	#a 9781410941275 (pb)
020	#a 1410941272 (pb)
035	#a (0CoLC)693809866
050 0 0	#a GV721.5 #b .H845 2012
082 0 0	#a 796.48 #2 22
100 1	#a Hunter, Nick.
245 1 0	#a High-tech Olympics / #c Nick Hunter.
260	#a Chicago, Ill. : #b Heinemann Library, #c c2012.
300	#a 32 p. : #b ill. (some col.) ; #c 27 cm.
490 1	#a The Olympics
504	#a Includes bibliographical references (p. 31) and index.
505 0	#a Olympic dreams -- On the track -- Jumping and throwing -- Training for the top -- In the pool -- On the water -- On your bike -- Seconds and milliseconds -- Winter Olympic technology -- High-tech paralympics -- Catching the cheaters -- The future -- Olympic records, now and then.
520	#a Shows how technology has been used to develop sports equipment and provides an Olympic records table to show how Olympic records have changed.

Clicking the **Help (Alt + H)** button, as seen above, opens a handy dialog box with shortcuts used in editing MARC records.

The page at <http://evergreen.lib.in.us> says:

- Add Row: CTRL+Enter
- Insert Row: CTRL+Shift+Enter
- Copy Current Row Above: CTRL+Up
- Copy Current Row Below: CTRL+Down
- Add Subfield: CTRL+D (CTRL+I on Mac OS X)
- Remove Row: CTRL+Del
- Remove Subfield: SHIFT+Del
- Create/Replace 006: CTRL+F6
- Create/Replace 007: CTRL+F7
- Create/Replace 008: CTRL+F8

Evergreen Indiana Cataloging Training Manual

Chapter 14 – Using the MARC Editor

Add Row (**CTRL + Enter**) will add a new row below the line with the cursor.

Insert Row (**CTRL + Shift + Enter**) will insert a new row above the line with the cursor.

Copy Current Row Above (**CTRL + Up**) inserts a duplicate of the line the cursor is in above that line when you press Ctrl + the up arrow.

Copy Current Row Below (**CTRL + Down**) inserts a duplicate of the line the cursor is in below that line when you press Ctrl + the down arrow.

Add Subfield (**CTRL + D** or **CTRL + I** on MAX OS X) inserts a subfield delimiter.

Remove Row (**CTRL + Delete**) deletes the entire line.

Remove Subfield (**CTRL + Del**) deletes the subfield delimiter and any contents in that subfield.

NOTE: The last three shortcuts (Create/Replace) do not work.

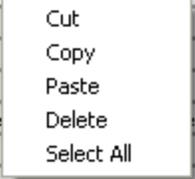
TIP: If you want to rearrange fields in the MARC Editor you have to insert a new field where desired, cut and paste the information from the desired fields, and delete the old field. Using the Flat Text Editor can be easier. See page 14.

The MARC Editor also displays the purpose of a MARC field or subfield when you hover your cursor over the MARC tag or subfield:

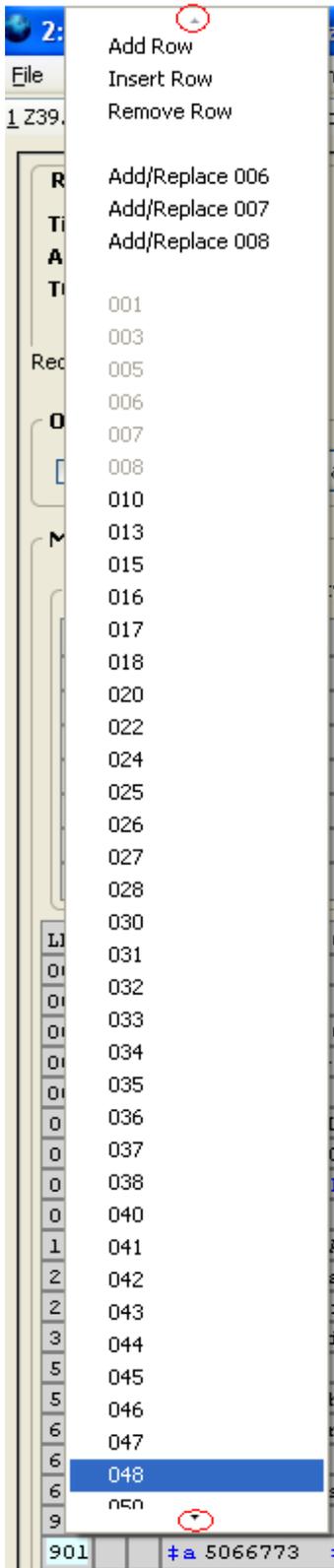
100	1		+a Solomon, Andrew, +d 1963-
245	1	4	+a The noonday demon +h [sound recording] / +c Andrew Solomon.
260			+a New York : +b Simon & Schuster Audio ; +a Prince Frederick, MD : +b Recorded Books, +c p2002.
300			+a 4 sound discs : +b digital ; +c 4 3/4 in.
500			+a Ab Place of publication,
511	0		+a Re distribution, etc.
650	0		+a Depression, Mental.
650	0		+a Depressed persons +v Case studies.
655	0		+a Audiobooks.
998			+a a93555

Right-clicking on a subfield or in the fixed fields opens the menu of actions seen below:

260			+a New York : +b Simon & Schuster Audio ; +a Prin
300			+a 4 sound discs : +b digital ; +c 4 3/4 in.
500			+a Abridged.
511	0		+a Read by the
650	0		+a Depression,
650	0		+a Depressed pe studies.
655	0		+a Audiobooks.
998			+a a93555



Right clicking on the field tag opens the menu seen below.



You can use the small arrows at the top and the bottom to scroll up and down the list.

If you wish to add the field tag to the box or change the tag, you can select the numbers you'd like from the box.

NOTE: *The Add Row, Insert Row, and Remove Row functions do not behave predictably, so it is better to use the keyboard shortcuts for these actions.*

You can also use the Add/Replace 006, 007 and 008 functions to add these fields to the record if they are needed.

NOTE: *The Add/Replace function only add if there is no existing field in the record. If you use this function, the existing field will be cleared.*

TIP: *If you want to add additional 006 or 007, see Using the Flat Text Editor on page 14.*

Evergreen Indiana Cataloging Training Manual
Chapter 14 – Using the MARC Editor

When you add a new subfield row, you must enter the appropriate field tag, indicators, and subfields.

The first delimiter is included automatically, but you must enter the subfield name, usually subfield a.

650	1	+a Iran.
		+
830	0	+a Enchantment of the world. Second series.

NOTE: Be careful not to enter your subfield contents into the subfield name position as seen below:

520		+a Describes the geography, plants and people of Iran.
651	0	+a Iran +v Juvenile literature.
651	1	+I ran.
651	7	+a Iran. +2 sears

Subfield delimiters must be added using the keyboard shortcut, **CTRL + D**. If you copy and paste fields with multiple subfields from other systems or from the MARC view screen, the MARC editor will not recognize the subfield delimiters. The pasted subfield shows the subfield delimiter in black, like text, rather than blue which indicates a subfield, as seen below.

521	2	+a Adult +b Follett Library Resources
650	0	+a Depression, Mental.
650	0	+a Depressed persons +vCase studies.
600	1 0	+a Solomon, Andrew, +d 1963-

If it is not changed the system will not recognize this as a subfield, but rather part of the text of the main subject heading.

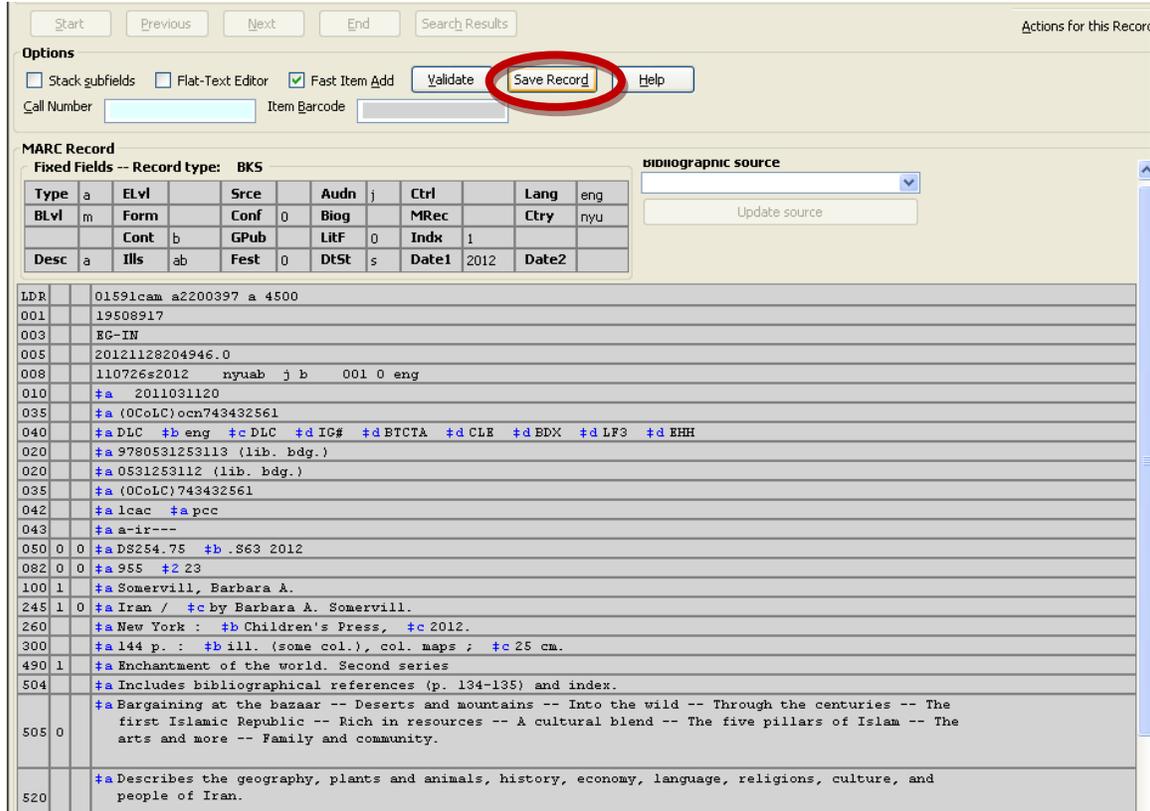
TIP: If the keyboard short cut for the subfield delimiter is not working, try hitting the caps lock key.

Evergreen Indiana Cataloging Training Manual

Chapter 14 – Using the MARC Editor

Once you have made all the desired changes to the MARC record, you will save the record.

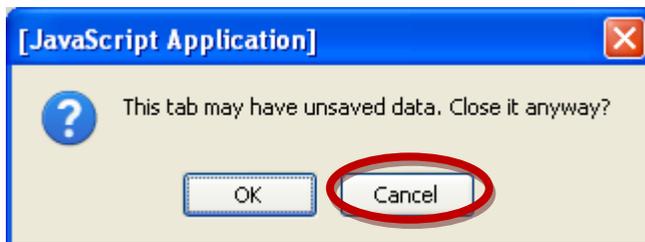
Click the **Save Record (Alt + D)** button in the Options section.



The screenshot shows the MARC Editor interface. At the top, there are navigation buttons: Start, Previous, Next, End, and Search Results. Below these is the 'Options' section, which includes checkboxes for 'Stack subfields', 'Flat-Text Editor', and 'Fast Item Add' (checked). There are also buttons for 'Validate', 'Save Record' (circled in red), and 'Help'. Below the options are input fields for 'Call Number' and 'Item Barcode'. The main area is titled 'MARC Record' and shows a table of fixed fields for record type BKS. The table has columns for Type, a, Elvl, Sfce, Audn, Ctrl, Lang, and Desc. Below the table is a list of MARC fields, including LDR, 001, 003, 005, 008, 010, 035, 040, 020, 020, 035, 042, 043, 050, 082, 100, 245, 260, 300, 490, 504, 505, and 520.

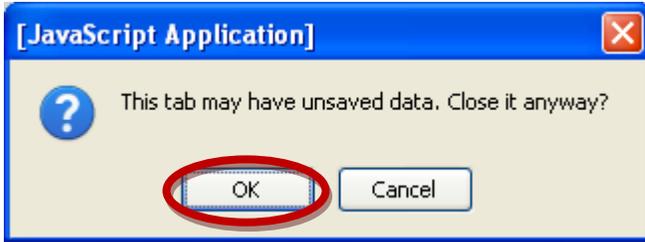
NOTE: Nothing will appear to happen when the record is saved.

Often when you close your record, this dialog box will appear:



This is a reminder to save your work. If you have changes you wish to save, click **Cancel**. Then save the record before you close.

NOTE: The reminder may appear even when you have already saved your changes. If that's the case, simply click OK, or press enter.



TIP: There is no Undo function, but closing without saving your work can usually be used to undo changes. At this point, click OK or press enter. When you reopen the record, the changes will not have been saved.

Using the Flat Text Editor

The Flat Text Editor is another MARC editing tool. It allows you to edit the MARC record in a text format, more like a word processing document.

You can easily toggle back and forth between the standard MARC editor and the flat text editor. To turn on the Flat Text editor, click to add a checkmark to the box labeled Flat Text Editor, as seen below:

A screenshot of the MARC Editor interface. At the top, there is a "Record Summary" section with fields for Title, Author, Bib Call #, Edition, Pub Date, TCN, Database ID, Record Owner, Created By, Last Edited By, and Last Edited On. Below this is a navigation bar with buttons for Start, Previous, Next, End, and Search Results. The "Options" section contains several checkboxes: "Stack subfields", "Flat-Text Editor" (checked and circled in red), and "Fast Item Add". There are also buttons for "Validate", "Save Record", and "Help". Below the options is a text area containing MARC record data in a flat text format.

Evergreen Indiana Cataloging Training Manual

Chapter 14 – Using the MARC Editor

As you can see, the MARC edit display changes completely.

The screenshot displays the MARC Editor interface. At the top, there is a 'Record Summary' section with fields for Title (Mexico), Author (Kent, Deborah), Edition (2012), TCN (ocn706965977), Database ID (19331692), and Record Owner. Below this are navigation buttons: Start, Previous, Next, End, and Search Results. An 'Options' section includes checkboxes for Stack subfields, Flat-Text Editor (checked), and Fast Item Add (checked), along with buttons for Validate, Save Record, and Help. There are also input fields for Call Number and Item Barcode. The main area shows the MARC record in a flat text format, with fields separated by equals signs and subfields by dollar signs. The record includes fields for LDR, 001, 003, 005, 008, 010, 020, 035, 040, 042, 043, 049, 050, 082, 092, 100, 245, 260, 300, 490, 504, 505, 520, 651, 830, 994, and 901.

```
=LDR 01336nam a2200361Ia 4500
=001 19331692
=003 EG-IN
=005 20121128003138.0
=008 110310s2012\\nyuab\\j\b\\001\0\eng
=010 \\a2011010812
=020 \\a9780531253557 (library binding : alk. paper)
=020 \\a0531253554 (library binding : alk. paper)
=035 \\a(OCOLC)ocn706965977
=035 \\a(OCOLC)706965977
=040 \\aDLC$cDLC$dUOK
=042 \\aapcc
=043 \\an-mx---
=049 \\aUOKA
=050 00$aF1208.5$b.K46 2012
=082 00$a972$222
=092 \\aJ972 K414M 2012
=100 1\\aKent, Deborah.
=245 10$aMexico /$chy Deborah Kent.
=260 \\aNew York :$bChildren's Press,$c2012.
=300 \\a144 p. :$bill. (chiefly col.), col. maps ;$c24 cm.
=490 1\\aEnchantment of the world, second series
=504 \\aIncludes bibliographical references (p. 134-135) and index.
=505 0\\aThe grandest fiesta -- A magnificent land -- From deserts to rainforests -- Tragedies and triumphs -- From the National Palace -- Selling and buying -- Children of the conquest -- Protected by Our Lady -- From hands, hearts and minds -- Sights and sounds.
=520 \\aIt's geography for a new generation, an invaluable resource for facts and figures, and a fascinating, highly visual introduction to the world's countries.
=651 \0$aMexico$vJuvenile literature.
=651 1$aMexico.
=830 \0$aEnchantment of the world.$nSecond series.
=994 \\aC0$bUOK
=901 \\aacn706965977$bOCOLC$c19331692$tbiblio
```

The flat text editor displays the same information as the standard MARC editor, just in a slightly different format. Instead of separate boxes and fields for the MARC editor information, the flat text editor depends on formatting to keep the information in the proper fields.

Because the Flat Text Editor acts like a word processing editor, it allows you to copy and paste or delete multiple subfields at once.

Evergreen Indiana Cataloging Training Manual
Chapter 14 – Using the MARC Editor

That will insert a line where you can paste your subject headings, as seen below:

```
=LDR 00456nam a2200145 a 4500
=001 19536012
=003 EG-IN
=005 20090422153511.0
=008 090422s1996\\nnyu\\000\0\eng\d
=020 \\$a9780743552080
=100 1\\$aEvanovich, Janet.
=245 10$aOne for the money /$cJanet Evanovich.
=260 \\$aNew York :$bSimon & Schuster,$cc1996.
=300 \\$aApprox., 3 hrs.

=900 \\$aACC EVA
=901 \\$aECE42266A62F4E5F81C2DED20C622001$bUnknown$c19536012$tbiblio
```

Type **CTRL + V** to paste the headings you've copied, and your subject headings will be added to the record.

```
=LDR 00456nam a2200145 a 4500
=001 19536012
=003 EG-IN
=005 20090422153511.0
=008 090422s1996\\nnyu\\000\0\eng\d
=020 \\$a9780743552080
=100 1\\$aEvanovich, Janet.
=245 10$aOne for the money /$cJanet Evanovich.
=260 \\$aNew York :$bSimon & Schuster,$cc1996.
=300 \\$aApprox., 3 hrs.
=650 \0$aPlum, Stephanie (Fictitious character)$vFiction.
=650 \0$aWomen detectives$zNew Jersey$vFiction.
=650 \0$aBounty hunters$vFiction.
=651 \0$aTrenton (N.J.)$vFiction.
=901 \\$aECE42266A62F4E5F81C2DED20C622001$bUnknown$c19536012$tbiblio
```

Some uses for the Flat Text editor:

- It makes it easy to edit or add 006 and 007 fields.
- It is also the only way to remove 006, 007 and 008 fields,
- It makes it easy to “clone” a record if you need to create a record very similar to one already in the catalog. You can simply open the existing record in the Flat Text Editor, copy it, paste it into a new record, and then make needed edits.
- It makes it easy to upgrade a poor or incomplete record. You copy and paste subject headings, added entries, content notes, fixed fields, or any other data that will make the record more complete and therefore more useful to our end users.

Evergreen Indiana Cataloging Training Manual
Chapter 14 – Using the MARC Editor

Editing with the flat text editor is fairly simple, but you do need use the appropriate formatting. For instance the appropriate numbers or backslashes must be used in the fixed fields and in the first and second indicators, or things will not stay in their proper places.

For example you delete the backslashes, the field contents will no longer be retained in the proper place in the field, as seen below:

```
=500$aIncludes index.
=500 \\$a"Recipes and wisdom from an obsessive home cook"--Jacket.
```

520			+a "The long-awaited cookbook and celebrated author of Sm
500	a	I	+a ncludes index.
500			+a "Recipes and wisdom from an

It's also important to make sure that separate fields are entered on separate lines, or the field tag will not be read as indicated a new field.

```
=082 00$a641.5$223
=100 1\\$aPerelman, Deb.=245 14$aThe smitten kitchen cookbook / $cDeb Perelman.
=250 \\$a1st ed.
```

050	0	0	+a 1X/14 +b .F443 2012
082	0	0	+a 641.5 +2 23
100	1		+a Perelman, Deb.=245 14 +a The smitten kitchen cookbook / +c Deb Perelman.
250			+a 1st ed.

The dollar signs also must be retained to indicate the subfields:

```
=650 \0aPlum, Stephanie (Fictitious character)vFiction.
=650 \0aWomen detectiveszNew JerseyvFiction.
=650 \0aBounty huntersvFiction.
```

260			+a New York : +b Simon & Schuster, +c c1996.
300			+a Approx. , 3 hrs.
650	0		+a aPlum, Stephanie (Fictitious character)vFiction.
650	0		+a aWomen detectiveszNew JerseyvFiction.
650	0		+a aBounty huntersvFiction.
651	0		+a aTrenton (N.J.)vFiction.

NOTE: When you save your record, the record view will automatically return to the standard MARC editor. At this point, you should check to make sure the formatting is correct.

Evergreen Indiana Cataloging Training Manual

Chapter 14 – Using the MARC Editor

To turn off the flat text editor, simply click the box to remove the check mark:

Record Summary ([Add Volumes](#)) ([View MARC](#))

Title: The smitten kitchen cookbook **Edition:** 1st ed. **TCN:** sky247183864 **Cre**
Author: Perelman, Deb. **Pub Date:** 2012 **Database ID:** 19897088 **La:**
Bib Call #: TX714.P443 2012 **Record Owner:** **La:**

Options

Stack subfields Flat-Text Editor Fast Item Add

Call Number Item Barcode

MARC Record

Fixed Fields -- Record type: BKS

Type	a	ELvl		Src		Audn	e	Ctrl		Lang	eng
BLvl	m	Form		Conf	0	Biog		MRec		Ctry	nyu
		Cont		GPub		LitF	0	Indx	1		
Desc	a	Ills	a	Fest	0	DtSt	s	Date1	2012	Date2	

Bibliographic source

OCCL - Invisible w/o holdings

Controlled Heading Validation

The MARC editor has also has a Validate function which would allow you to check controllable headings, such as names, subjects, uniform titles and series titles against authority records in the system

Record Summary ([Add Volumes](#)) ([View MARC](#))

Title: Iraq **Edition:** **Pub Date:** 2012
Author: Sonneborn, Liz. **Pub Date:** 2012
Bib Call #: D570.62.563 2012

Options

Stack subfields Flat-Text Editor Fast Item Add

Call Number Item Barcode

MARC Record

Fixed Fields -- Record type: BKS

Type	a	ELvl	I	Src	d	Audn		Ctrl		Lang	eng
BLvl	m	Form		Conf	0	Biog		MRec		Ctry	nyu
		Cont	b	GPub		LitF	0	Indx	1		
Desc	a	Ills	ab	Fest	0	DtSt	s	Date1	2012	Date2	

Bibliographic source

Currently there are no authority records loaded into the Evergreen Indiana database, so the Validate button does not function. This section will be updated when authority records are loaded to the database.

In the meantime, please refer to the authority files at the Library of Congress. <http://authorities.loc.gov/> OCLC may also be used to check for authorized headings if you have an OCLC subscription.