

**BOOK & AV LIST ENTRIES** (rev. 02.04.05)

	<b><u>Page</u></b>
I. ADDING A "BOOK/AV LIST" ENTRY TO A MARC RECORD .....	3
II. ADDING A "BOOK/AV LIST" ENTRY TO A NON-MARC RECORD .....	5
III. DELETING A "BOOK/AV LIST" ENTRY FROM A BIB RECORD .....	6
IV. CHANGING AN EXISTING "BOOK/AV LIST" AUTHORITY RECORD .....	6
V. COMBINING "BOOK/AV LIST" ENTRIES INTO AN EXISTING OR NEW LIST .....	7

**PLEASE NOTE:** *This activity will involve, in most cases, working with MARC-formatted records. Because it is currently impossible to protect every MARC field from unauthorized access, the members of the Database Management Committee are concerned over the prospect of untrained individuals having access to these records. We therefore strongly suggest that you first discuss this activity with your director before you start performing any of the tasks outlined in these procedures.*

*We also request that these tasks be done by only one or two members of your staff - preferably the person(s) responsible for your library's cataloging. Other members on your staff can compile their selections using the Group Editor, simply adding one item for each title to be included on their list. The person(s) responsible for adding the entries can then retrieve the list and make the necessary changes to the MARC records (this is done by selecting a record from the list and "sending it" [ F10 key ] to the MARC editor).*

*Questions or requests for more information can be directed to any of the individuals listed below:*

Paul Arsenault  
Pawtucket Public Library  
e-mail: [pawcat@riclan.org](mailto:pawcat@riclan.org)  
phone: 725-3714 ext. 219

Doug Swiszc  
Barrington Public Library  
e-mail: [doug@barringtonlibrary.org](mailto:doug@barringtonlibrary.org)  
phone: 247-1920 x304

Brenda Fecteau  
Coventry Public Library  
e-mail: [covcat@riclan.org](mailto:covcat@riclan.org)  
phone: 822-9100

John Carney  
East Providence Public Library  
e-mail: [jcarney@eastprovidencelibrary.org](mailto:jcarney@eastprovidencelibrary.org)  
phone: 434-2453

## **I. ADDING A "BOOK/AV LIST" ENTRY TO A MARC RECORD**

1. Find the record to which you want to add the Book/AV list entry.
2. Send ( **F10** key) the record to the **MARC Editor**.
3. Place the cursor to the right of the last digit of the bib number in the 999 field.
4. Go to **EDIT** at the top of the tool bar and click on **INSERT TAG**.
5. Type in the numbers **449**. Horizon will then automatically place the cursor in the “**subfield a**” portion of the 449 field. Type in the name of your Book/AV list. The list name should begin with your library’s three-letter code. Additionally, list name should not have a period at the end. For example:

**COV Tiogue School grade 3 summer reading  
BAR 3<sup>rd</sup> grade fiction**

6. Go back to **EDIT** on the tool bar and click on **LINK OPTIONS**. Click on **BROWSE LINK**.
7. If your list name is already in Horizon, highlight it and click on the **LINK** button at the bottom of the screen. If your list name is not in Horizon, click on **CANCEL** at the bottom of the screen.
8. Go to **FILE** on the tool bar and click on **SAVE**.
9. Horizon will move the 449 field to its proper location in the bib record.

If you are adding the same book/AV list entry to a number of records, you can copy the book/AV tag from one bib record and paste it to the others:

1. Put the cursor anywhere in the tag being copied.
2. From the "**Edit**" menu, choose "**Select Tag**" (or hold down the **CTRL** key and hit the **G** key).
3. From the "**Edit**" menu, choose "**Copy**" (or hold down the **CTRL** key and hit the **C** key).
4. Search ( **F2** key ) for and send ( **F10** key ) the bib next record to the **MARC Editor**.
5. Place the cursor at the beginning or end of any tag.
6. From the "**Edit**" menu, choose "**Paste**" (or hold down the **CTRL** key and hit the **V** key). *(The newly added tag will be moved to its proper location when the record is saved)*
7. From the "**File**" menu, choose "**Save**" (or hold down the **CTRL** key and hit the **S** key).
8. Repeat steps 4 - 6 for the next record.

## **II. ADDING A "BOOK/AV LIST" ENTRY TO A NON-MARC RECORD**

1. Find the record to which you want to add the Book/AV list entry.
2. Send ( **F10** key) the record to the **MARC Editor**.
3. In the "**Book/AV Lists**" field, click on the "**Add**" button.
4. To add an existing Book/AV list entry:
  - a. Click on the "**Search**" button in the "**Add Authority**" box
  - b. Choose the "**Book & Audio-visual Lists**" index and search for the list you want to add
  - c. Select the list entry, hit the **F10** key (the "**Send to**" box appears with the bib record you're working with highlighted), then hit the "**Enter**" key (or click on the "**OK**" button)
5. To create a new Book/AV list entry:
  - a. Click on the "**New Authority**" button in the "**Add Authority**" box
  - b. Type in the name of your Book/AV list. The list name should begin with your library's three-letter code. Additionally, list name should not have a period at the end. For example:

**COV Tiogue School grade 3 summer reading**  
**BAR 3<sup>rd</sup> grade fiction**
  - c. Hit the "**Enter**" key twice (or click on the "**Save**" button)

### **III. DELETING A "BOOK/AV LIST" ENTRY FROM A BIB RECORD**

*(NOTE: Data Processing will remove Book/AV list entries for you if they are attached to a large number of bib records)*

1. Find the bib record and send ( **F10** key) it to the **MARC Editor**.
2. Place the cursor to the left of the 449 field that you want to delete.  
*You should only delete 449's that belong to your library.*
3. Go to **EDIT** at the top of the tool bar and click on **DELETE TO END OF TAG** (or hold down the **CTRL** key and hit the **D** key).
4. Go to **FILE** on the tool bar and click on **SAVE** (or hold down the **CTRL** key and hit the **S** key).

### **IV. CHANGING AN EXISTING "BOOK/AV LIST" AUTHORITY RECORD**

1. To change an existing Book/AV List authority record, you must access that authority record.
2. Hit the **F2** key to open the Horizon Search window.
3. Choose the " **Book & Audio-visual Lists** " index and search for the list entry

4. Select the list entry and send ( **F10** key) it to the **MARC Editor**
5. The MARC authority record for the desired list will open up. The name of the list will be in a field, or tag, labeled **139**.
6. Place the cursor within the area of the 139 tag where the text is, and use standard word processing procedures (backspace, delete, etc.) to make the desired changes to the text.
7. Go to **FILE** on the tool bar and click on **SAVE**. Hit the **ESC** key to exit from the authority record. The changes that you made will now be reflected in any of the bibliographic records containing that authority link.

## **V. COMBINING "BOOK/AV LIST" ENTRIES INTO AN EXISTING OR NEW LIST**

This type of activity can put a large strain on CLAN's computer resources, resulting in slowdowns for everyone connected to the system. If you want to combine lists into an existing or new one, please contact the CLAN Cataloger. Arrangements will be made to have this done for you at a time when the system is not being heavily used.