

ADDING GENRE CODES TO 655 TAG FOR ISEARCH-ABILITY

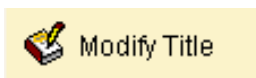
655 Genre Codes are now searchable in ISearch. Follow the directions carefully to be sure you'll get results when you search. Genre terms provide the ability for your students to search ISearch for materials on specific genres. Assigning genres may be necessary when evaluating and editing existing records in your collection; when evaluating and editing records imported from SmartPort or received from vendors; and when cataloging with INFOhio templates.

TWO KEY GUIDELINES

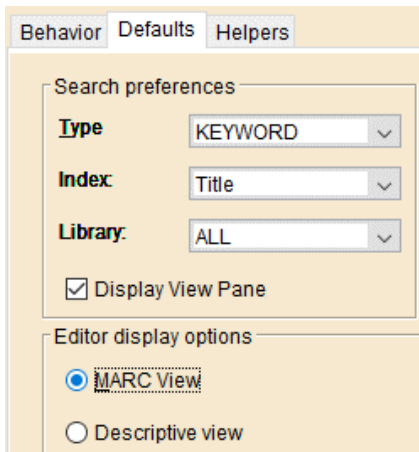
1. Be consistent.
 - Adding Genres only works if the genres are the exact same term. If you use "Graphic Novel" for some titles and "Graphic Novels" for others (note the "s" on the second term), the OPAC will not take the patron to all library materials.
 - Make building or district decisions regarding cataloging practices and follow those guidelines when assigning genres.
 - When receiving new materials, check genres assigned to items in your vendor records to be certain they are consistent with your guidelines.
2. Keep your patron in mind.
 - Choose genres that are most appropriate to the school curriculum and the needs and interests of your students.

PROCESS FOR ADDING A GENRE CODE

1. Click on Cataloging Wizard



2. Set properties
 - a. **Right Click** on the Modify Title Wizard and **select** Properties
 - b. **Change** the properties to MARC view.

A screenshot of the "Properties" dialog box in the Cataloging Wizard. The dialog has three tabs: "Behavior", "Defaults", and "Helpers". The "Behavior" tab is selected. It contains two sections: "Search preferences" and "Editor display options". In "Search preferences", there are three dropdown menus: "Type" set to "KEYWORD", "Index" set to "Title", and "Library" set to "ALL". There is a checked checkbox for "Display View Pane". In "Editor display options", there are two radio buttons: "MARC View" (which is selected) and "Descriptive view".

3. Click on Modify Title wizard, the Modify title screen displays.
4. Locate and **select** the title you want to modify. Click Modify.
Modify Title screen displays.
5. Update or add an 040 tag.
 - a. Add a subfield d (|d) with your Library of Congress MARC Code to the 040 tag. There can be more than one |d.

ISBN	020		0807281956 : c\$49.95
IAN	024	30	780807281758 d53300
Issue #	028	02	YA 108-CXR bListening Library
Cataloging Source	040		JED cJED dOIA dOLmlUC dOWNOI.
Authentication code	042		SuperMARC

- b. If you do not know your code, it can be found in the spreadsheet I provided with this documentation. Follow these steps to easily locate your code. The code you need is in the second column (#5 below).

- c. If there is no 040 tag, create one and enter your code in subfield a of the 040.

6. Add a 655 tag.

Note: Multiple 655 Genre tags are permitted.

- Right Click** on the last tag number lower than 655. In the sample, it is 651.
- Select** Add Field After.

Subject term	650	1	MagicxFiction.
Geographic term	651	1	EnglandxFictio
Added Entry-Personal...	700		
Added Entry-Corporat...	710		
Held by	596		

Add Field Before
 Add Field After
 Append Field
 Delete Field
 MARC Help on LC

- Type** 655 in the tag number box.
- Press** tab.
- Add the indicators **{space}4**. (The space indicates this is a basic genre and the 4 means the source is not specified. Making this a local genre code).
- Press** tab.

6c

6e

6g

Genre index term	655	4	Humor.
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- Type** your genre code followed by a period.
- Click Save.**
- Optional: repeat steps 6a thru 6h for additional genre terms.*

7. Add a 989 tag – IMPORTANT! This will keep your local records out of the CRC.

- Right Click** on the last tag number.
- Select** Add Field After.
- Type** 989 in the tag number box.
- Press** tab twice.
- Type** Local.

7c

7e

INFOhio template	989		Local.
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8. Save your changes.

HINT: If you have multiple bib records for the same title, modify all the records.