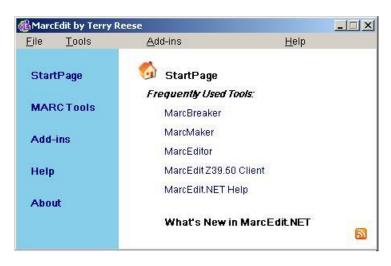
Editing MARC records from the Oregon Documents Repository

Before loading these records, you will need to modify them to accommodate local practices as well as the needs of your catalog. The following instructions are not meant to be comprehensive, but they explain how to delete, add, and modify fields that are present in these records.

You need a utility that allows you to modify MARC records. MarcEdit is ideal for this purpose and can be downloaded from http://marcedit.reeset.net/

- 1. Download the records.
- 2. Start MarcEdit. From the main screen, choose MarcBreaker.



3. Specify the file you downloaded as the input file, and choose an appropriate name for a text file that will allow you to edit the records. Then press the Execute button. When the conversion is complete, press the Edit Records button.

👯 MARC Tools	
<u>File Tools H</u> elp	
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Files:	
Input File:	browse
C:\Documents and Settings\ban\Deskt	op\2006_07.mrc
Output File:	browse
C:\Documents and Settings\ban	top\2006_07.txt
MARC Functions	· · · · · · · · · · · · · · · ·
MarcBreaker	Translate to MARC-8
C MarcMaker	Translate to UTF8
C MARC=>MARC21XML	
O MARC21XML=>MARC	
XML Conversions	
MARC=>Dublin Core	
Dublin Core => MARC	
MARC=>MODS	-
Results:	
13 records were processed in 0.031250	seconds.
)
Execute Edit Records	Close
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	1.

I MarcEditor	
<u>File E</u> dit <u>F</u> onts <u>Tools</u> <u>V</u> iew <u>R</u> eports <u>H</u> elp	
Catalog Calculator Ctrl+Shift+C	
ELDR 01286nam 2: =001 ocm70152123 Edit Constant Data =003 OCoLC Assigned Constant Data	
=005 200606210100 =006 minimud (s)(III) =007 cr(cn-a-a-a-a-a-a-a-a-a-a-a-a-a-a-a-a-a-a-a	
=008 060621s2006\ MarcEdit <u>Z</u> 39.50 Client Ctrl+Shift+Z =040 \\\$aOSO\$cOS <u>Record Deduplication</u>	
=043 \\\$an-us-or =086 \\\$aHR.2As8/2 =245 00\$aOregon a =260 \\\$aPortland, (tatewide call for action, 2006-2011 pan Services,\$c2006
= 300 \\\\\$a1 text file <u>Add/Delete Field</u> F7 = 500 \\\\$aTitle from Edit Indicator Data F8 = 500 \\\\$a"The Oreg Edit Subfield Data F9 Department of Huma Sort Fields Ctrl+F11 Agreement. Swap Field Data F11	on Asthma Network, and funded in part by the Oregon enters for Disease Control and Prevention Cooperative
 =538 \\\\$aMode of a =538 \\\\$aOrbocs shipping list 2006-10 =650 \\\\$aOrbocs shipping list 2006-10 =650 \\\0\$aAsthma\$zOregon =710 2\\\$aOregon Asthma Program =856 40\$zConnect to archived version.\$uhttp://library.state.or.us/repos 	ry itory/2006/20060531160314.2684
=LDR 01671nam 2200349la 4500 =001 ocm70237635 =003 OCoLC =005 20060703050646.0	
C:\Documents and Settings\banerjek\Desktop\2006_07.txt loading in 0.0	62500 seconds. //

4. To add or delete a field, go to the Tools -- Add/Delete Field menu.

5. To add a field, specify which field you want and use the Add Field button. Don't forget the indicators. In the example below, a 949 invokes the regular bibliographic records load table at the Oregon State Library, applies a template named "ordocs," and sets the status of the incoming record to "-". Note that slashes are used to indicate blank indicators and the dollar sign (\$) is used to indicate a subfield. If you have an Innovative Interfaces system, manual page 101514 explains the how to construct 949 commands. If you don't know which values to use to make records load the way you want, you will need to consult the administrator for your online system.

To delete a field, just type the number of the field in the box on the left and hit the Delete Field button.

MarcEdit.NET Batch Editing T	ools	×
Add/Delete Field	Add/Delete Field Utility	
Edit Subfield Data	Field: Field Data: 949 ▼ N\$a*recs=b;dflt=ordocs;sta=-;	Delete Field
Edit Indicators		<u>A</u> dd Field
<u>Swap Fields</u>	Search Options: Match case Match case Add field only if not present Use Regular Expression Remove Duplicate Data	<u>C</u> lose

- 6. Save the file and return to the main window.
- 7. This time, choose MarcMaker instead of MarcBreaker.

8. Convert the file with MarcMaker, and you now have a customized MARC record set that can be loaded into your catalog.

MARC Tools	
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Files:	
Input File:	browse
C:\Documents and Settings\ban\De	sktop\2006_07.txt
Output File:	browse
C:\Documents and Settings\ban\De	esktop\2006_07.mrc
MARC Functions	
O MarcBreaker	Translate to MARC-8
MarcMaker	📕 Translate to UTF8
C MARC=>MARC21XML	
O MARC21XML=>MARC	
XML Conversions	
MARC=>Dublin Core	
Dublin Core => MARC	
MARC=>MODS	▼
Results:	
13 records were processed in 0.5156	25 seconds.
Execute Edit Reco	rds Close