Creating Provisional Bibliographic Records

These instructions are for creating provisional bibliographic records for monographs and serials in the Aleph Cataloging module, with and without templates. The instructions are in compliance with the standards established by the HUL Standing Committee on Bibliographic Standards and Policy, and the Aleph Acquisitions Advisory Team's best-practice recommendations for creating provisional records. The Standards and the recommendations have been established to ensure the integrity of the shared database and to better serve patrons. Abiding by them improves the quality, efficiency and accuracy of all library services provided at Harvard.

Individual units may decide to include additional fields in provisional records, based upon the needs of the units, but the MARC 21 fields listed here should be included in every provisional monograph [and serial] record when they are present in the bibliographic source used to create the record.

NOTE: The Bibliographic Standard for provisional records for serials does not differ significantly from that for monographs. Make the logical adjustments to your record: choose serials template or format, add 022 instead of 020, etc.

- LDR Add encoding Level 5
- Add Type of Date, Date 1, Publication Place and Language codes
- 020
- 1xx or 7xx in authorized form
- 245
- 250
- 260
- 4xx

Section 1 of this document outlines procedures for creating provisional bibliographic records using templates that have been created by OIS and are shared by all Harvard libraries. Section 2 outlines procedures for creating provisional bibliographic records without the use of templates.

1. Creating a provisional bibliographic record using a template

1. a.) Open the Cataloging module. Select the Edit Records option from the Records Tab (F2). From the Cataloging menu, choose Open Template (or click on the Open Template icon ). From the list of templates that appears, highlight the template appropriate to the format of material being ordered or received and click on the Open button.

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http://hul.harvard.edu/ois/systems/aleph/docs/acq-create_prov_bib_records.pdf
A Catalog Editor window will open and display the MARC tags for a provisional record for that format:
1. b.) The default Leader (LDR) values will already be filled in. To change any values, place the cursor in the LDR field and right-click. Choose Open Form from the Edit menu that appears. The Leader form will open in the upper pane. The lower pane will display Tag Information for the field. Change values as needed and click on OK.

1.c.) Place the cursor in the 008 field. Right-click and choose Open Form from the Edit menu that appears. The 008 Form will open in the upper pane. The lower pane will display Tag Information for the field. Fill in the Type of date (06) and the fields that have question marks in them with appropriate the information and MARC 21 codes. Type of date (06), Date 1 (07-10), Publication Place (15-17) and Language (35-37) must be filled in. Accept the other default values given and click OK.

NOTE: Use the scroll bar to see all of the fields. Alternatively, you can display the full screen by clicking on the Full Screen icon in the upper right (or pressing Ctrl-J).
1. d.) Now fill in the variable fields of the catalog record, including indicators, subfields and punctuation. To make a subfield delimiter type $$.

**NOTE:** Tag Information for each field will display in the lower pane if you are not in Full Screen mode. If you are in Full Screen mode, hit F2 to see Tag Information.

1. e.) If desired, add fields that are not part of the template. To add new fields to a bibliographic record, choose New field (user-defined) from the Edit menu or press F6. Enter the appropriate tag, indicators and the first subfield value (usually a). Type the content of the field, including punctuation. To add more subfields to the field, type $$ followed by the subfield character (or hit F7 for a new subfield line):

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100 1 a Eliot, T. L. $Sq(Thomas Lamb), $Sd1841-1936
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1. f.) Hit Enter to reformat the record. Any tags that you did not fill in will disappear. Proofread, edit if necessary, and save the record to the server. A system number will be assigned to the record when it is saved. If the record needs to be edited in any way after it has been saved, lock the record, edit as necessary, and save the record to the server. Saving the record will also unlock it.
1. g.) To create an order, push the provisional record to the Order Tab in the Acquisitions module by clicking on the Open Acquisitions Record icon in the upper right on the Cataloging Bar (or by Choosing Open Acquisitions Record from the Cataloging menu). If you choose a Monograph Order Type, an item record will be automatically created at point of order. The item record will include an Item Processing Status which will display as “On order” in the OPAC.

2. Creating a provisional bibliographic record without using a template

2. a.) Open the Cataloging module. From the Cataloging menu choose New record. Choose the appropriate record format from the list presented. These record formats correspond to MARC 21 bibliographic formats.
2. b.) The Leader form will open in the upper pane. Accept the default values given. Click OK.

2. c.) The form for the 008 will open in the upper pane. You can enlarge the form by clicking on the Full Screen icon in the upper right (or pressing Ctrl-J). Fill in *Type of date (06)* and the fields with question marks in them with appropriate information and MARC values. *Type of date (06), Date 1 (07-10), Publication Place (15-17) and Language (35-37)* must be filled in. Accept the other default values and click OK.
A new window will open, displaying the LDR and 008 fields with the values that have been entered. The new bibliographic record will be created in this window.

2. d.) Now add all of the following variable fields that are available in the bibliographic source:

- 020
- 1xx or 7xx in authorized form
- 245
- 250
- 260
- 4xx

To add new fields to a bibliographic record, choose New field (user-defined) from the Edit menu or press F6. Enter the appropriate tag, indicators and the first subfield value (usually a). Type the content of the field, including punctuation. To add more subfields to the field, type $$ followed by the subfield character (or hit F7 for a new subfield line):

100 1 a Eliot, T. L. $$s(Thomas Lamb), $$d1841-1936

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Continue adding new fields, entering tags and indicators, the content of the fields, subfield delimiter(s) and the necessary subfield codes and content. Hit Enter to reformat the record. Notice that each subfield appears on its own line. New fields do not have to be entered in numerical tag order.

**NOTE:** Tag Information for each field will display in the lower pane if you are not in Full Screen mode. If you are in Full Screen mode, hit F2 to see Tag Information.

2. e.) When all fields are entered, click the *Save to Server* icon to save the record. A system number will be assigned to the record when it is saved. If the record needs to be edited in any way after it has been created and saved, lock the record, edit as necessary and save the record to the server. Saving the record will also unlock it.

2. f.) To create an order, push the provisional record to the Order Tab in the Acquisitions module by clicking on the Open Acquisitions Record icon in the upper right on the Cataloging Bar (or by Choosing Open Acquisitions Record from the Cataloging menu). If you choose a Monograph Order Type, an item record will be automatically created at point of order. The item record will include an Item Processing Status which will display as “On order” in the OPAC.