

Tags to delete or edit when using the Duplicate Title wizard (WYLD Technote 027)

When using the Duplicate Title wizard to create a new bibliographic record in WYLD, many portions of the new record need to be evaluated for correction.

Variable fields: a number of tags need to be deleted from the newly created record.

- 29** Other system control number
- 035** Record control information (this could be the OCLC number of the record you just duplicated or it could be an obsolete record number)
- 036** Obsolete record control information
- 040** Cataloging source code
- 049** Local holdings code (this is the OCLC holding code)

Also delete any other tags that do not pertain to the specific item you have in hand. These could include **010** (LC number), **020** (ISBN), and call numbers in the tag fields ranging from tag **050** to tag **099**. If you are changing the author information, edit the **1xx** tag. The **245** tag for a new title will need to be edited. Verify the information in the **260** tag and make corrections as needed. Information in the physical description may no longer match so the **300** tag will need to be corrected. If any of the note fields (**5xx**) do not apply to your item, delete them as well. Subject headings (**6xx** tags) should match the content of the item for which you created the new record. The names of added authors, illustrators, editors, narrators, and others contributing to the creation of the work could appear in **700** tags if those names are given somewhere else in the bibliographic record as well (in the subfield c of the 245 tag or in a note field). If names in those fields aren't related to your item, delete those tags. If you are duplicating a record in a series to create a bibliographic record for a new title in the same series, be sure to edit any series numbering that might appear in the **4xx** or **8xx** tags. If you're creating a whole new series change the series title as well. *****Remember: when deleting tags in Workflows it is necessary to delete the entire tag line, including the tag number, not just the text in that field. Right click on the tag to be deleted to get the drop down menu. Click on the option to Delete Field.***

Fixed field: corrections will need to be made to elements in the Fixed Field of the new record. All fixed fields should be considered when making changes. Not all are listed here. For Help on fixed field information, right click in the datawell next to each fixed field prompt.

Check the record type in the first line of the fixed field. **Rec_Type** of "a" is most common but there are a number of other options. The correct **Bib_Lvl** should also be determined; right click in the datawell next to that entry for options. If the date in the 260 tag was changed, **Date 1** of the fixed field needs to be changed. If more than one date appears in the 260 tag, **Dat_Tp** in the fixed field needs corrected and a second date added in **Date2**. If the place of publication in the 260 tag has changed, the **Ctry** code in the fixed field needs to be changed. This is generally the two digit postal code for the state in which the work was published. In the 300 tag if illustrations are added or deleted in the new bib record, the **Illus**

element of the fixed field needs to be corrected. If the new work has an index, check for the correct code in the **Indx** field. If the record you copied was **Fiction** and the record you created is non-fiction, that fixed field code needs to be corrected. Check the code for **Biog** to see if that applies to the record you created.

Title control tab: corrections to this part of the record must be made.

If you created a record for something in a different format, e.g. new sound recording record created from a record for a book, the Format in the title control tab must be changed to match the format of the work you have in hand. You can change the record format in the property settings of the Duplicate Title wizard so it is already set before you create the new record. However, if you forget to change that property setting, after you've created your new record, click on the Control tab of the new record. Use the drop down menu next to this option to select the correct format. This change automatically displays the correct fixed field elements for that new record format. There are some differences in fixed field elements depending on which format is selected. The ones described above are for the MARC format for books.

Call Number/Item	Bound-with
Control	Bibliographic
	MARC Holdings

Basic title information	
Title control number:	<input type="text" value="a182748733"/>
Record format:	<input type="text" value="MARC"/>
Number of volumes:	<input type="text" value="3"/>

It is also very important to change the title control number of the record you just created. The system will assign an auto-generated title control number beginning with a lower case letter “a” followed by a number as shown above. If the newly created record has a 13-digit ISBN (020 tag), enter that with a lower case letter “i” at the beginning of the number ... i9780688089436 as the new title control number. If there is no ISBN but there is an LC number (010 tag), enter that as the new title control number. The LC number would have a lower case letter “L” at the beginning of that number... L96008037 **Title control numbers should be unique numbers. Search the new title control number to be certain it has not been assigned to another record in WYLD.

****Refer to the WYLD Database Guidelines for information describing how to determine when to create a new bibliographic record.**