

## Advanced Title Record Creation

In addition to the required fields listed in the “Creating Short Title Records” document, those libraries that feel comfortable adding the following advanced fields, as applicable:

245 |h[GMD] This field is used when you want to indicate a specific medium of the item; for example, when you have a movie in hand that is a Blu-Ray as opposed to a DVD.

To use, enter the 245 field title as normal, then use Shift and the \ (backslash) key to enter a | character, then the letter h, in lowercase. Follow this with a square bracket, [, the material type, and a closing square bracket.

The completed field should look something like:

245 Night at the museum |h[Blu-Ray]

028 This field is used for the Publisher Number, a shorter number which is often found on CDs and other items that lack an ISBN and UPC. Enter the numbers as you would an ISBN or UPC, scanning if possible to ensure accuracy.

590 The 590 field is used for “Local Notes”. Along with other information (such as number of discs for a CD-Book), it can be used to enter the series the item belongs to. This helps cataloging staff track down the correct record to overlay the short record.