

Creating a MARC Alert BIB Record in Sierra

(updated April 2015)

Login to Sierra using your cataloging login.

Setup for using Templates

This step only needs to be done once for each computer for the cataloging login.

1. Go to the pulldown menu Admin > Settings.
2. Click on the Record Templates tab.
3. Arrow down to Bibliographic.
4. Highlight all templates on the right side with the name beginning with marcalert. Click on the arrow left button. This will move all of the selected templates to the left Preferred Templates window.
5. Click Save Settings. OK.

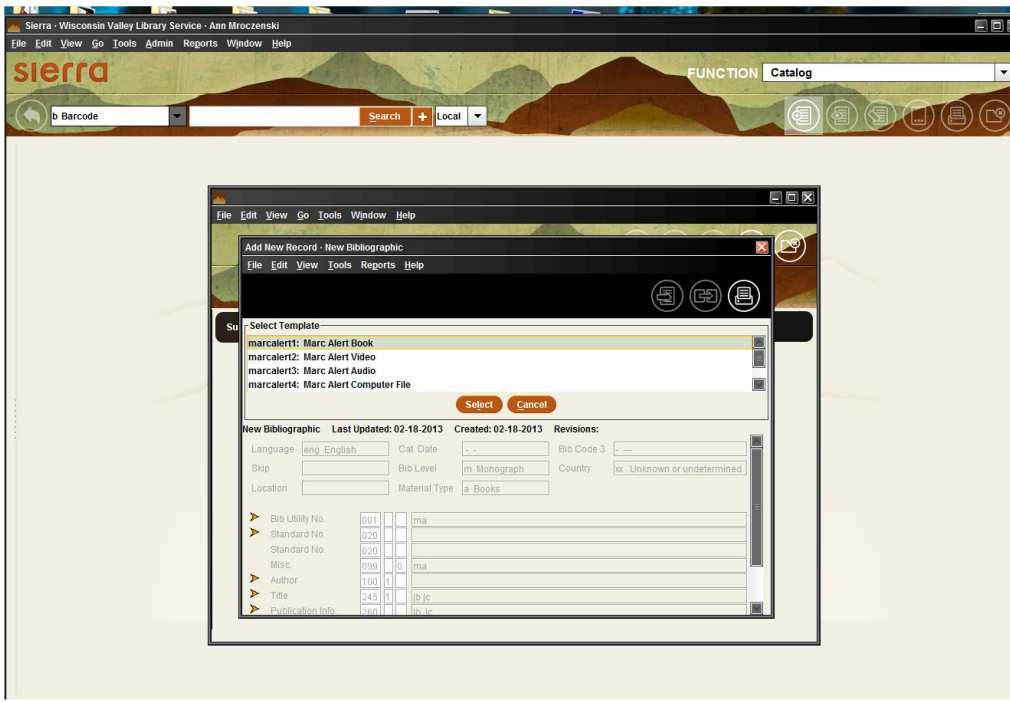
Creating the MARC Alert

Function : Catalog

Search Vcat for the item you wish to add. If you are unable to find it under title, try author, or ISBN/ISSN. Be sure to do the **search immediately before you intend to create** the MARC Alert. **If you do the search and then wait to create the MARC Alert hours or days later someone else may have created a MA and yours will become a duplicate MA record for the same item.**



If you are sure that there is no matching BIB record click on the first icon to the left under the FUNCTION, New Bibliographic Record. Two new windows will pop up.



Select the correct format Template for your item.

Filling out the Templates for Marc Alerts

Short entries by library staff are called MARC Alerts. The purpose of doing MARC Alerts is to let the WVLS staff know what titles you have purchased which do not yet have full MARC records on the database. At the same time, you can attach holdings to the bib record, thus saving the need to do a fast add every time you check out the item. Requests can also be placed on the items. WVLS will search the database by the control number, find the titles you have entered and replace those short entries with complete MARC records.

There are MARC Alert templates for books, video recordings, sound recordings, computer files, kits/games, and Ebook Readers. **Only use the templates.**

New to Sierra : When entering fields **do not** add a space before or after the subfield. **Delete any unused field and subfield.** To add a subfield use the bar (located above the Enter key) to enter a delimiter character.

Marc Alert Books and Large Print

If you are sure that there is no matching BIB record click on the first icon to the left under the FUNCTION, New Bibliographic Record. Two new windows will pop up.

Highlight the correct record template for your item: Highlight either mrcalet1b for Marc Alert Book or highlight mrcalet1| Marc Alert Large Print. Click Select. The Template Wizard will start.

001 Bib Utility No. : Click behind the ma in the 001. Make sure there are no spaces behind the ma and type the date in this format: **maYYMMDD** enter (i.e. ma110301 = 2011March01)

The first **2 characters** are for the year, the next **2 characters** are the month, the last **2 characters** are the day.

This is how WVLS searches to find your record so it is important that this # be entered correctly.

Click next.

020 field (ISBN): (Labeled as Standard No.) Type the complete 13 digit ISBN without the dashes. Be sure this # is correct as this is a commonly used match point. If there is a second ISBN it can be added later. *When looking in the book for the ISBN you should use the ISBNs inside the front of the book, the ISBNs on the back jacket are not always the correct ISBN #.* Subfield q is for qualifying info such as paperback. Ex. 9784567890123 |q paperback No period, no parentheses, no caps. Click Next.

100 field (Author): Type the author name as given on the title page of the book. Last name first, comma, first name, period. If you know the birthdate, after the first name type a comma, a bar (|); which is located above the enter on the keyboard); the letter d directly after the bar, then directly after, the birth date, dash, death date, period. If no death date finish the field with the dash. It is best to search the catalog ahead of time to see how VCat has the author listed to try to match the existing records. If you are not sure if the author listed on VCat is the same as your book, do not add the birth/death dates.

ex. Smith, Noname,|d1904-1972.
Smith, Noname,|d1904-

Click Next.

245 field (Title) : *NOTE: Sierra takes care of the indicators so you do not have to be concerned with those.*

Type the main title normally, according to regular cataloging rules – only the first character of the first word is capitalized (unless a proper noun).

- If there is a subtitle, do a space and then a : after the title, move to subfield b & type the subtitle. When finished with the subtitle, do a space and then /
- If there is not a subtitle, do a space and then a / at the end of the a subfield and DELETE the |b subfield.

Use the mouse or arrow key (→) to move to subfield c (statement of responsibility). This is where the author(s) is listed with the first name first. End it with a period. If there is an illustrator, that person should also be included in the statement of responsibility. Always enter the information just as you see it on the title page. If there is no statement of responsibility, delete the |c field.

Examples:

Subfields a & c: Gone with the wind /|cby Margaret Mitchell.

Poetry for the ages /|cedited by Mary Smythe.

Subfields a, b, & c: The fortune teller :|ba biography /|cJohn Burgundy.

Over the rainbow :|bthe making of a movie /|cLisa Garland ;
illustrations by Peter Wang.

Be sure to use the correct punctuation.

Click Next.

264 _ 1 field (RDA field for city of publication, publisher, & date of publication). The a subfield is the city & state of publication. Type out the city name and the full state, or use the standard 2 letter postal abbreviation for the state, end the field with a space and a : Arrow to the b subfield, which is the publisher. Type it out & end the field with a comma. Arrow to the c subfield, which is the date. Type the date & end the field with a period.

Examples:

Subfields a, b, & c: New York :|bDoubleday,|c 2002.

Subfields b & c: |bDoubleday,|c 2002.

Do not add any spaces before or after the delimiter and the subfield letter. Delete any unused fields.

Click Next.

264 _ 4 field (RDA field for date of copyright) Enter the date of copyright in the subfield c using the copyright symbol, adding a period at the end. Ex: |c©2015.

300 field (the physical description): Subfield a is the number of pages. If the pages are numbered, enter the number of the last numbered page, then a space, then p. then a space and a (colon) : If the pages are not numbered and it is a children's book, count the pages (usually around 28 or 30 pages) and put that number in brackets, then space, then p. then space : ([28] p. :).

Subfield b is about various illustrations. A children's book often has color illustrations and it would be entered as col. ill. ; Adult books usually do not use this subfield.

Subfield c is the size in centimeters. Always round up.

Example:

Subfields a & c: 543 p. ;|c25 cm.

Subfields a, b, & c: [28] p. :|bcol. ill. ;|c24 cm.

435 p. :|bb&w ill. ;|c28 cm.

Click Next.

590 field (Note): Filling out this field is optional. It is intended to be a free form field allowing the libraries to tell WVLS staff any information about the book that you think we should know such as a series. We will take this information into account when we import the full MARC record. You can put more than one piece of information in this field if need be, just separate each piece with a semicolon. After the full record is in V-Cat, this field will be gone. The information that was in the field will be in the appropriate field in the record at the discretion of the WVLS staff.

If the is a pre-pub item, type "(date) publication date." ex.: January 25, 2025 publication date.

Click Next.

The Template Wizard being complete will show you the record you created. At this time you should look over the record and make your additions/corrections.

Delete any spaces before the field delimiter (|) and after the subfield letter.

To delete unused fields: place the curser in the field. Right click. Select Delete field.

The 959 field is given in the template. This only needs to be filled out when the book was given to the library by a person or organization or grant. Again, this is an optional field. The directions for filling out this field are in appendix A. Whatever is in this field will remain on the record when it is a full MARC record. If you do not need this field, delete it.

To insert Additional fields: Place the cursor in the field direct below where you want to add a field. Right click and select Insert Field. A small window will appear at the top of your new BIB record.

Arrow down to select the requested field. If you do not see a field you want, select the Note field and edit the number to the field you need.

If there is a second 020 field for the 10 digit ISBN, select the Standard No. Again, this is a match point and it is very important that the # be typed correctly. If there is only one ISBN # fill in the first 020 field in the Template Wizard.

The form is then finished. Now is the time to proof read what you entered to be sure that there are no mistakes, if you need to make a correction, place the cursor where the error is, click, and make the correction.

If you do not want to save the record click the X on the top right of the window. You will be asked if you want to save the changes. Click No.

If all looks well click on the Save icon near the top right of the window. (Looks like a floppy disc and paper.) Second icon from the left.

To add your holding from this screen click on the Summary icon (looks like a piece of paper with three dots on the bottom.)

Under Summary there is a View field with an arrow down. Click the arrow and select Item. Click the Attach New Item Button and follow the instructions for adding a new item.

MARC Alerts for Videos, DVDs, Blu-Rays, and Combos

New to Sierra : When entering fields do not add a space before or after the subfield. Delete any unused field and subfield. To add a subfield use the bar (located above the Enter key) to enter a delimiter character.

If you are sure that there is no matching BIB record click on the first icon to the left under the FUNCTION, New Bibliographic Record. Two new windows will pop up.

Highlight the correct record template for your video item: mrcalert2d: Marc Alert DVD ; mrcalert2v: Marc Alert VHS ; mrcalert2x: Marc Alert Combo B-R (for DVD & Blu-ray combo packs) ; mrcalert2y : Marc Alert Blu-ray. Click Select. The Template Wizard will start.

001 Bib Utility No. : Click behind the maa in the 001. Make sure there are no spaces behind the ma and type the date in this format: **maaYMMDD** enter (i.e. maa110301 = 2011March01)
The first 2 characters are for the year, the next 2 characters are the month, the last 2 characters are the day.

This is how WVLS searches to find your record so it is important that this # be entered correctly.

Click Next.

020 field (ISBN): (Labeled as Standard No.) Type the complete 13 digit ISBN without the dashes. Be sure this # is correct as this is a commonly used match point. If there is a second ISBN it can be added later. Subfield q is for qualifying info such as paperback. Ex. 9784567890123 |q combo pack
No period, no parentheses, no caps.

Click Next.

020 field (ISBN): If there is a second 10 digit ISBN it can be added

Click Next.

024 field (UPC number): (Labeled as Standard No.) Type the **complete UPC 13 digit number** including the single small numbers at the beginning and end. Do not add spaces. Some items have a small barcode of 2 – 5 digits after the 13 digit number. Do not include this number. Your scanner should be able to read the barcode, you may want to use it enter the number instead of typing.
Click Next.

028 field (publisher number) : (Labeled as Standard No.) Subfield a is the number itself. If the piece has some kind of manufacturer's number, type it **as it appears** including spaces and punctuation, if not, just tab. Subfield b is the source of the number, meaning what agency assigned it – publisher or distributor. If there is not a subfield a, there is not a subfield b. This number may appear in various places including: on the back or side of the container ; or, on the video itself. Please check over your item carefully for this number.
Click Next.

245 field (title). *NOTE: Sierra takes care of the indicators so you do not have to be concerned with those.* Type the main title normally, according to regular cataloging rules – only the first character of the first word is capitalized (unless a proper noun), if a subtitle is included type a colon after the title, if there is a statement of responsibility type a / , otherwise type a period. Note that the GMD (general material designator) is no longer added to the title field to comply with RDA. Subfield b is the subtitle (if there is one). Subfield c is the statement of responsibility and in the case of videos it is often the publisher or producer. Examples:

Florida /cThe Florida Tourist Board.

Florida:|bsunny vacationland /cThe Florida Tourist Board.

Florida.

Click Next.

264 _ 1 field (RDA field for city of publication, publisher, & date of publication). The a subfield is the city & state of publication. Type out the city name and the full state name or use the standard 2 letter postal abbreviation for the state, end the field with a space and a : Arrow to the b subfield, which is the publisher. Type it out & end the field with a comma. Arrow to the c subfield, which is the publication date. Type the date & end the field with a period.

Example: Hollywood, California :|bVideo Magicians,|c1998.

Click Next.

264 _ 4 field (RDA field for date of copyright) Enter the date of copyright in the subfield c using the copyright symbol, adding a period at the end. Ex: |c©2015.

300 field (the physical description). Subfield a is the number of videocassettes or videodiscs and the playing time (if given). Subfield b is other physical details of the videocassette or videodisc. It includes sound (sd.) & color (col.) or b&w. The format VHS, DVD or Blu-Ray does not go here. Subfield c is the width for VHS (½ in.). Subfield c is the diameter for DVDs (4 ¾ in.).

Examples: 1 videocassette (40 min.) :|bsd., col., ;|c½ in.

11 videocassettes (660 min.) :|bsd., col. ;|c½ in.
1 videocassette : |bb&w ;|c½ in.
1 videodisc (113 min.) :|bsd., col. ;|c4 ¾ in.
4 videodiscs (400 min.) :|bsd., col. ;|c4 ¾ in.
2 videodiscs :|bcol. ;|c4 ¾ in.

Click Next.

The Template Wizard being complete will show you the record you created. At this time you should look over the record and make your additions/corrections.

Delete any spaces before the field delimiter (|) and after the subfield letter.

To delete unused fields: place the curser in the field. Right click. Select Delete field.

The **538 field** is given in the template. This is already filled out for you with the format of the item.

The **590 field** is given in the template. Filling out this field is optional. It is intended to be a free form field allowing the libraries to tell WVLS staff any information about the video or DVD that you think we should know such as Blu-Ray, wide screen edition or series name. We will take this information into account when we import the full MARC record. You can put more than one piece of information in this field if need be, just separate each piece with a semicolon. After the full record is in V-Cat, this field will be gone. The information that was in the field will be in the appropriate field in the full MARC record at the discretion of the WVLS staff.

If the is a pre-pub item, type “(date) publication date.” ex.: January 25, 2025 publication date.

The 959 field is given in the template. This only needs to be filled out when the book was given to the library by a person or organization or grant. Again, this is an optional field. The directions for filling out this field are in appendix A. Whatever is in this field will remain on the record when it is a full MARC record. If you do not need this field, delete it.

To insert Additional fields: Place the cursor in the field direct below where you want to add a field. Right click and select Insert Field. A small window will appear at the top of your new BIB record. Arrow down to select the requested field. If you do not see a field you want, select the Note field and edit the number to the field you need.

The form is then finished. Now is the time to proof read what you entered to be sure that there are no mistakes, if you need to make a correction, place the cursor where the error is, click, and make the correction.

If you do not want to save the record click the X on the top right of the window. You will be asked if you want to save the changes. Click No.

If all looks well click on the Save icon near the top right of the window. (Looks like a floppy disc and paper.) Second icon from the left.

To add your holding from this screen click on the Summary icon (looks like a piece of paper with three dots on the bottom.)

Under Summary there is a View field with an arrow down. Click the arrow and select Item. Click the Attach New Item Button and follow the instructions for adding a new item.

MARC Alerts for Sound Recordings (Audiobook, Playaway, Music)

New to Sierra : When entering fields **do not** add a space before or after the subfield.
Delete any unused field and subfield. To add a subfield use the bar (located above the Enter key) to enter a delimiter character.

If you are sure that there is no matching BIB record click on the first icon to the left under the FUNCTION, New Bibliographic Record. Two new windows will pop up.

Highlight the appropriate template for your item: mrcalert3 : Marc Alert Audiobook ; mrcalert3p : Marc Alert Playaway ; mrcalert4 : Marc Alert Music. Click Select. The Template Wizard will start.

001 Bib Utility No. : Click behind the maa in the 001. Make sure there are no spaces behind the ma and type the date in this format: **maaYYMMDD** enter (i.e. maa110301 = 2011March01)
The first **2 characters are for the year, the next 2 characters are the month, the last 2 characters are the day.**

This is how WVLS searches to find your record so it is important that this # be entered correctly.

Click Next.

020 field (ISBN): (Labeled as Standard No.) Type the complete 13 digit ISBN without the dashes. Be sure this # is correct as this is a commonly used match point. If there is a second ISBN it can be added later. Subfield q is for qualifying info such as paperback. Ex. 9784567890123 |q combo pack
No period, no parentheses, no caps.
Click Next.

020 field (ISBN): If there is a second 10 digit ISBN it can be added
Click Next.

024 field (UPC number): (Labeled as Standard No.) Type the **complete UPC 13 digit number** including the single small numbers at the beginning and end. Do not add spaces. Some items have a small barcode of 2 – 5 digits after the 13 digit number. Do not include this number. Your scanner should be able to read the barcode, you may want to use it enter the number instead of typing.
Click Next.

028 field (publisher number) : (Labeled as Standard No.) Subfield a is the number itself. If the piece has some kind of manufacturer's number, type it **as it appears** including spaces and punctuation, if not, just tab. Subfield b is the source of the number, meaning what agency assigned it – publisher or distributor. If there is not a subfield a, there is not a subfield b. This number may appear in various places including: on the back or side of the container ; or, on the cd itself. Please check over your item carefully for this number.
Click Next.

245 field (Title). *NOTE: Sierra takes care of the indicators so you do not have to be concerned with those.*

Type the main title normally, according to regular cataloging rules – only the first character of the first word is capitalized (unless a proper noun), if a subtitle is included type a colon after the title, if there is a statement of responsibility type a / , otherwise type a period. Note that the GMD (general material

designator) is no longer added to the title field to comply with RDA. Subfield b is the subtitle (if there is one). Subfield c is the statement of responsibility.

Examples: Greatest hits /|cThe Beach Boys.

Gone with the wind :|ba Civil War love story /|cMargaret Mitchell.

Click Next.

264 _ 1 field (RDA field for city of publication, publisher, & date of publication). The a subfield is the city & state of publication. Type out the city name and the full state or use the standard 2 letter postal abbreviation for the state, end the field with a space and a : Arrow to the b subfield, which is the publisher. Type it out & end the field with a comma. Arrow to the c subfield, which is the publication date. Type the date & end the field with a period.

Example: Detroit, Michigan :|bRecorded Books,|c1998.

Click Next.

264 _ 4 field (RDA field for date of copyright) Enter the date of copyright and/or date of phonogram in the subfield c using the copyright symbol, adding a period at the end. Ex: |c©©2015.

300 field (the physical description). Subfield a is the number of pieces and the playing time (if given). On a music recording, if the length of each song is given, those times can be added to get the total playing time of the item. Subfield b is other physical details. It includes the type of recording (analog or digital), sound channels (mono, stereo, quad), and special characteristics (Dolby). Do not make assumptions about your item. It should say on the piece (preferably) or on the packaging any of the information you include in the MARC alert. Subfield c is dimensions. When cataloging standard size sound cassettes, size should not be given. Size is given for compact discs and phonograph records. Subfield e is for accompanying material.

Examples: 1 audio cassette (39 min.) :|banalog, stereo, Dolby processed.

1 audio cassette

12 audio discs (30 min. each) :|bdigital, stereo ;|c4 ¾ in.

1 audio disc :|bstereo., 33 1/3 rpm. ;|c12 in.

1 audio disc (54 min.) :|bdigital, stereo. ;|c4 ¾ in.

1 audio disc (41 min.) :|bdigital ;|c4 ¾ in. +|e1 pamphlet.

2 audio cassettes (110 min.) :|bmono. +|e1 teacher's guide

1 audio disc ;|c4 ¾ in.

Click Next.

538 field (System Details Note). Subfield a is a note on the system details.

Example : Compact disc

Playaway.

Mp3

Click Next.

The Template Wizard being complete will show you the record you created. At this time you should look over the record and make your additions/corrections.

The **Material Type** for sound recordings has been filled. The format icons patrons see in the WebPac are based on this field. It is important to have this correct.

Delete any spaces before the field delimiter (|) and after the subfield letter.

To delete unused fields: place the curser in the field. Right click. Select Delete field.

The **Misc 099** field was created for WVLS Office use. *Do not delete this field.*

The **590 field** is given in the template. Filling out this field is optional. It is intended to be a free form field allowing the libraries to tell WVLS staff any information about the sound recording that you think we should know, for example: abridged, unabridged, MP3. We will take this information into account when we import the full MARC record. You can put more than one piece of information in this field if need be, just separate each piece with a semicolon. After the full MARC record is in V-Cat, this field will be gone. The information that was in the field will be in the appropriate field in the MARC record at the discretion of the WVLS staff.

If the is a pre-pub item, type “(date) publication date.” ex.: January 25, 2025 publication date.

The **959 field** is given in the template. This only needs to be filled out when the book was given to the library by a person or organization or grant. Again, this is an optional field. The directions for filling out this field are in appendix A. Whatever is in this field will remain on the record when it is a full MARC record. If you do not need this field, delete it.

To insert Additional fields: Place the cursor in the field direct below where you want to add a field. Right click and select Insert Field. A small window will appear at the top of your new BIB record. Arrow down to select the requested field. If you do not see a field you want, select the Note field and edit the number to the field you need.

The form is then finished. Now is the time to proof read what you entered to be sure that there are no mistakes, if you need to make a correction, place the cursor where the error is, click, and make the correction.

If you do not want to save the record click the X on the top right of the window. You will be asked if you want to save the changes. Click No.

If all looks well click on the Save icon near the top right of the window. (Looks like a floppy disc and paper.) Second icon from the left.

To add your holding from this screen click on the Summary icon (looks like a piece of paper with three dots on the bottom.)

Under Summary there is a View field with an arrow down. Click the arrow and select Item. Click the Attach New Item Button and follow the instructions for adding a new item.

MARC Alerts for Kits, Computer Files or Ebook Reader

These are other templates available for MARC alerts. Fill in the form using similar cataloging rules as the Marc Alert fields above with these exceptions: The 300 field will be unique in each case.

The 300 field is always the physical description. The a subfield for computer files should indicate the number of computer discs in the item. The b subfield would indicate characteristics such as sound and color. Do not make assumptions about your item. It should say on the piece (preferably) or on the packaging any of the information you include in the MARC alert. Subfield c is dimensions.

Examples: 1 CD-ROM :|bsd., col. ;|c4 34/ in. +|e1 manual.

System requirements are needed for all computer programs. They should go in the 538 field.

A kit can take many different physical forms. The definition of a kit is two or more different type of media together as one item. This can be a puppet and a book, building blocks, educational games or toys, etc. These are often unique records and may not be found in any of the searchable databases.

The Ebook Reader template is partially filled in as for a Nook. This info should be deleted and filled in according to the item in hand.

Kits and computer programs may be sent to the WVLS office for full cataloging instead of creating a MARC Alert. Please note that it may be a while for the cataloging to be complete.

General Notes :

As new formats come out and are purchased by libraries, there could be questions about where they fit in the above definitions. It may be best to directly contact the V-Cat staff to ask about it or send the item to the V-Cat staff.

States and their abbreviations

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connect	CT	New York	NY
Delaware	DE	North Carolina	NC
Florida	FL	North Dakota	ND
Georgia	GA	Ohio	OH
Hawaii	HI	Oklahoma	OK
Idaho	ID	Oregon	OR
Illinois	IL	Pennsylvania	PA
Indiana	IN	Rhode Island	RI
Iowa	IA	South Carolina	SC
Kansas	KS	South Dakota	SD
Kentucky	KY	Tennessee	TN
Louisiana	LA	Texas	TX
Maine	ME	Utah	UT
Maryland	MD	Vermont	VT
Massachusetts	MA	Virginia	VA
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
Missouri	MO	Wyoming	WY