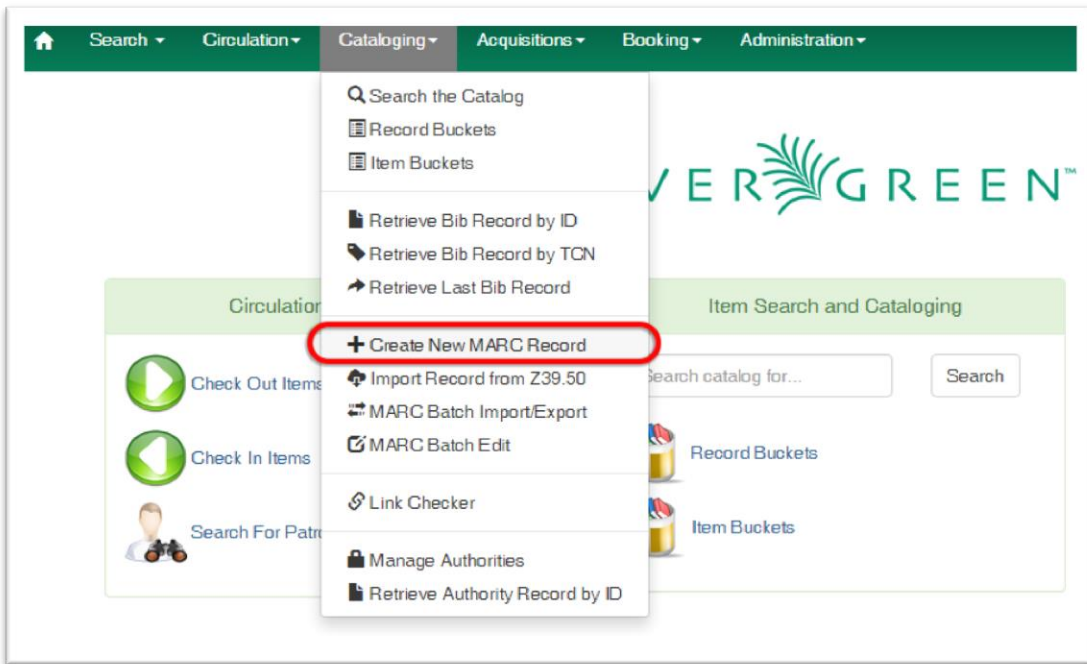


Original Cataloging in Evergreen

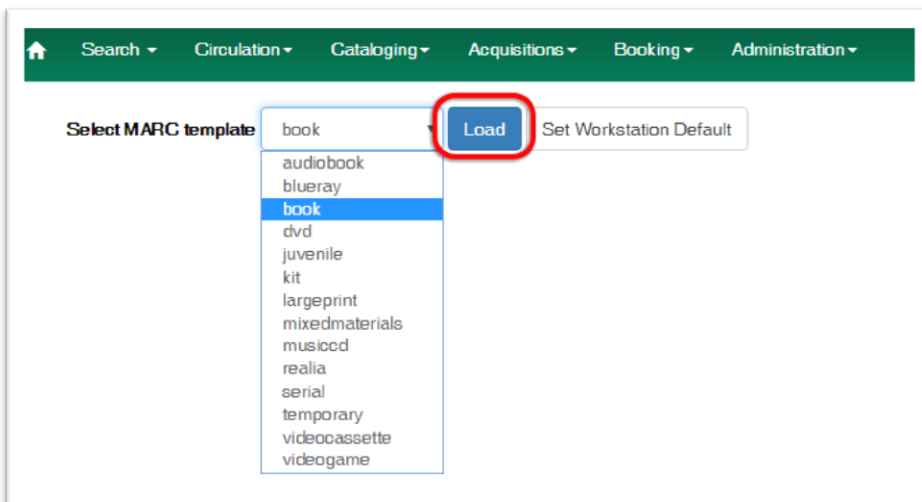
- New bibliographic records should *only* be created if a matching bibliographic record for your material cannot be found in the SPARK catalog, or from another source via Z39.50.
- If you need help with original cataloging, we encourage you to reach out for assistance from your local library, system, or district center. You can also ask for help on the SPARK Cataloging Listserv – we are eager to help!

To create original MARC bibliographic records:

1. Click the “**Cataloging**” button at the top of the screen, and select “**Create New MARC Record**”.

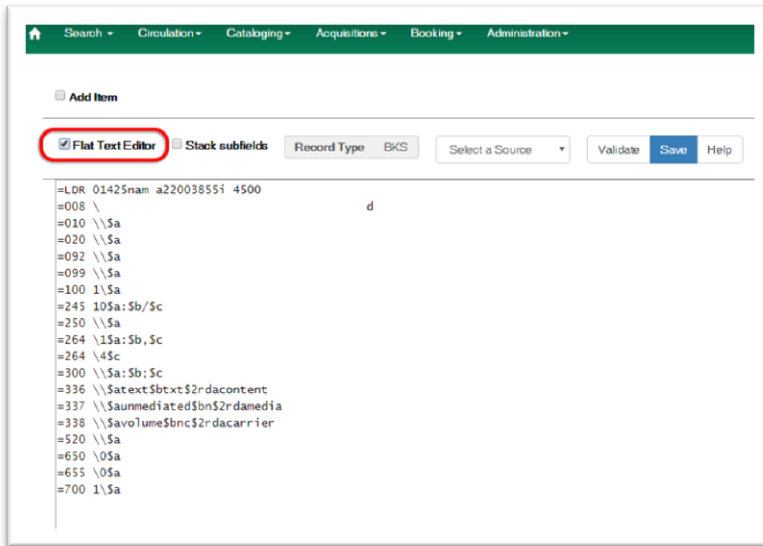


2. Click the drop-down box, and select the appropriate format template. Then click “**Load**”.

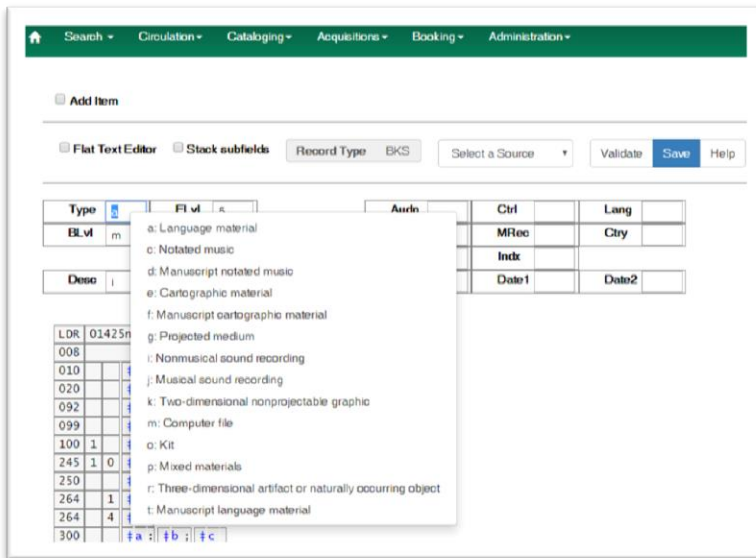


3. Before anything else, enter fixed-field details in the 008 field (and 007 field, if relevant to the format). This is a very important step – if the information in fixed fields is missing or incorrect, the format for your record may display incorrectly in the Evergreen OPAC.

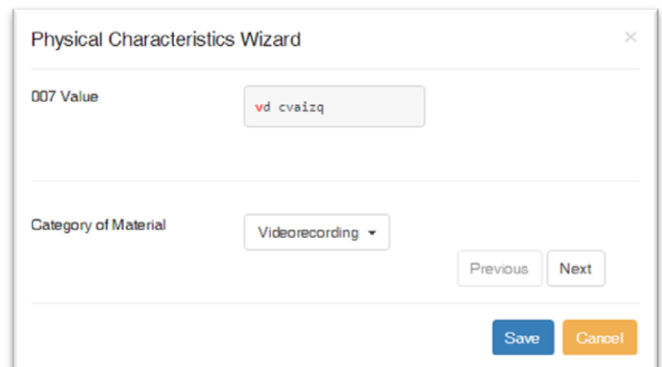
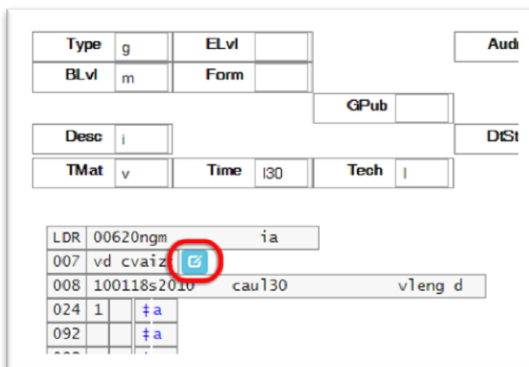
a. If the checkbox next to “Flat Text Editor” is checked, *un-check* it.



b. Enter 008 details in the fields at the top of the screen. If you right-click in a text-entry area, you can select from a list of all possible values.



c. If your format uses a 007 field, fill that out next. For help, click the **blue icon** next to the 007 field to bring up a “Physical Characteristics Wizard”.



- Once fixed fields are accounted for, complete the rest of the MARC record. You may find it easier to do this by re-checking the box next to **“Flat Text Editor”**. When you have completed all of the relevant fields, click the **“Save”** button.

Flat Text Editor Stack subfields Record Type: BKS Select a Source Validate **Save** Help

```

=LDR 01425nam a22003855i 4500
=008 \ 2019 nyua j 0 0 eng d
=020 \\\$a9781234567890
=020 \\\$a1234567890
=082 04$a813/.6$t23
=100 1\$aSurname, Firstname.
=245 10$aFake book title :$bthis is only an example /$cby Firstname Surname.
=250 \\\$aFirst edition.
=264 \1$aHyde Park, NY :$bSpurious Press,$c2019.
=300 \\\$a269 pages :$billustrations ;$c23 cm.
=336 \\\$atext$tbtxt$2rdacontent
=337 \\\$aunmediated$bn$2rdamedia
=338 \\\$avolume$bnc$2rdacarrier
=520 \\\$aThis is the plot summary for my book. Lots of stuff happens.
=650 \0$aLiars$vFiction.
=650 \0$aCon artists$vFiction.
  
```

- The new bibliographic record is now officially in the SPARK Catalog. Click the **“Add Holdings”** button to create a call number and item record for your material (see instructions elsewhere in the Cataloging Support Book).

Record Summary
Title: Fake book title : this is only an example **Edition:** First edition. **TCN:** 11466474 **Created By:** moorej
Author: Surname, Firstname. **Pub Date:** **Database ID:** 11466474 **Last Edited By:** moorej
Bib Call #: 813/.6 **Record Owner:** **Last Edited On:** 12/9/2019 2:00 PM

Start Previous Next End Back To Results (1 / 1) **Add Holdings** Serials Mark for: Other Actions:

OPAC View MARC Edit MARC View View Holds Monograph Parts Holdings View Conjoined Items Set default view

Search the Catalog [Advanced Search](#) [Browse the Catalog](#) --Basket Actions-- Go

Search: Type: Keyword Format: All Formats Library: Wyomissing Public I Search All Libraries

Recent searches
 Fake book title : this is only an example / by Firstname Surname.
 Surname, Firstname. (Author)

Book [Add to basket](#)
[Print / Email](#)
[Disable Highlighting](#)
[Clear AddedContent Cache](#)

Record details

- ISBN: 9781234567890
- ISBN: 1234567890
- Physical Description: 269 pages : illustrations ; 23 cm.
- Edition: First edition.
- Publisher: Hyde Park, NY : Spurious Press, 2019.

Content descriptions
 Summary, etc.: This is the plot summary for my book. Lots of stuff happens.

Search for related items by subject
 Subject: [Liars > Fiction](#)
Con artists > Fiction