

Creating Request Records for Books

ISBN 020 field

- Enter the 10 or 13-digit ISBN from the book
- Examples:
9780062255655
0062255657

UPC 024 field

- Not used for book request records

Music No. 028 field

- Not used for book request records

Personal Author 100 field

- Enter the first name listed on the book (last name, first name)
- Examples:
Austen, Jane
Avi

Title 245 field

- Enter the title and subtitle from the book; do not include the subtitle “a novel”
- Use a colon to separate the title and subtitle
- Examples:
1984
The periodic table: elements with style
Reading and writing about literature: a portable guide

Edition 250 field

- Enter the edition from the book; not every book has an edition
- Enter Large print ed. for all large print books
- Examples:
1st ed.
2nd rev. ed.
Large print ed.

Publication Info. 260 field

- Enter the publisher's name from the title page of the book
- Enter the most recent date from the book
- Examples:
William Morrow 2015
Xlibris no date
No pub. info.

Physical Description 300 field

- Enter the last numbered page in the book
- Enter 1 v. (unpaged) if the book does not have numbered pages
- Look for any illustrations in the book
- Measure the height of the book in centimeters, using whole numbers
- Include accompanying material with the book (CD, DVD, puppet, etc.)
- Examples:
181 p. 22 cm.
229 p. col. ill. 35 cm.
1 v. (unpaged) ill. 29 cm.
2 v. ill. 25 cm.
415 p. 24 cm. 1 CD
45 p. ill. 20 cm. 1 raccoon stuffed animal

Example of a Book Request Record

The screenshot shows the 'Modify Title' window in the SirsiDynix Symphony Workflows application. The window title is 'Modify Title *'. The main area displays the title 'It's so good: 100 real food recipes for kids / Martell, Nevin'. Below the title, there are tabs for 'Control', 'Bibliographic', 'Call Number/Item', and 'Bound-with'. The 'Bibliographic' tab is selected, and a table displays the following data:

Label	Tag	Ind.	Contents
ISBN	020		9782733829868
Personal Author	100	1	Martell, Nevin
Title	245	1	It's so good: 100 real food recipes for kids
Publication info	260		Auzou Publishing 2014
Physical description	300		120 p. col. ill. 26 cm.

At the bottom of the window, there are buttons for 'Return to Search', 'Save', and 'Close'. The Windows taskbar at the bottom shows the time as 12:44 PM on 3/23/2015.