

## Creating Request Records for CD-ROMs

### ISBN 020 field

- Enter the 10 or 13-digit ISBN from the container
- Enter the set ISBN for CD-ROM sets
- Examples:  
9780763070557  
0763070556

### UPC 024 field

- Enter the 12 numbers listed near the barcode on the container
- Enter the set UPC for CD-ROM sets
- Example:  
705381321996

### Music No. 028 field

- Enter the number(s) from the container
- Enter the set number(s) for CD-ROM sets
- Examples:  
32199-WRP  
382195-CD  
77041206

### Personal Author 100 field

- Not used for CD-ROM request records

### Title 245 field

- Enter the title and subtitle from the container
- Enter the set title for CD-ROM sets
- Use a colon to separate the title and subtitle
- Examples:  
NHL 15 [electronic resource]  
Reader Rabbit: the Great Alphabet Race [electronic resource]  
Family tree maker immigration lists index, 1500 to 1900s [electronic resource]

### **Edition 250 field**

- Enter the edition or version number (when applicable) from the container
- Examples:  
Version 2.9  
Version 6.5.1B, Win/Mac ed.  
4th ed.

### **Publication Info. 260 field**

- Enter the publisher's name next to the most recent date on the container
- Enter the most recent date from the container
- Enter the publisher's name and most recent date from the set container for CD-ROM sets
- Examples:  
EA Sports 2015  
Capcom Entertainment no date  
No pub. info.

### **Physical Description 300 field**

- Enter the number of CD-ROMs
- Enter if the CD-ROM comes with a DVD, CD, or book
- Examples:  
1 CD-ROM  
2 CD-ROMs 1 DVD  
4 CD-ROMs 1 CD 1 book (45 p. col. ill. 18 cm.)

## Example of a CD-ROM Request Record

The screenshot displays the 'Modify Title' window in the SinsDynax Symphony Workflows application. The window title is 'SinsDynax Symphony Workflows: Modify Title'. The menu bar includes 'File', 'Edit', ' Wizards', 'Helpers', 'Modules', 'Preference', 'Tools', and 'Help'. The main menu bar contains 'Acquisitions', 'Cataloging', 'Circ. L.N.', 'Circulation', 'Configuration', 'Online', 'Outreach', 'Reports', 'Requests', 'Newswire', 'Selection', 'Serial Control', and 'Utility'.

The left sidebar contains several sections:
 

- Common Tasks:** Call Number and Its..., Label Designer, Smartport, Item Search and Disp..., Check Item Status, Help, Print.
- Titles:** Add Title, Modify Title, Duplicate Title, Delete Title, Call Nu...
- Items:**
- Acquisitions:**
- Special:**

The main area shows the 'Modify Title' window for the record: 'Nancy Drew: Ransom of the Seven Ships [electronic resource]'. Below the title, there are tabs for 'Control', 'Bibliographic', 'Call Number/Item', and 'Bound-with'. A 'Shadow title' checkbox is present and unchecked.

The 'Bibliographic' tab is active, displaying a table with the following data:

Label	Tag	Ind.	Contents
ISBN	020		9780982035344
UPC	024	1	767861000722
Music No.	028		HER00072-1.1
Music No.	028		HER00072-1.2
Title	245	1	Nancy Drew: Ransom of the Seven Ships [electronic resource]
Edition	250		Version 1.0
Publication info	260		Her Interactive 2009
Physical description	300		2 CD-ROMs

At the bottom of the window, there are buttons for 'Return to Search', 'Save', and 'Close'. The Windows taskbar at the bottom shows the system clock as 1:41 PM on 3/19/2015.