

Creating Request Records for Games and Puzzles

ISBN 020 field

- Not used for games and puzzles request records

UPC 024 field

- Not used for games and puzzles request records

Music No. 028 field

- Not used for games and puzzles request records

Personal Author 100 field

- Not used for games and puzzles request records

Title 245 field

- Enter the title and subtitle from the box
- Use a colon to separate the title and subtitle
- Examples:
Scrabble [game]
Thomas the tank engine counting puzzle [game]

Edition 250 field

- Not used for games and puzzles request records

Publication Info. 260 field

- Enter the publisher's name and most recent date from the box
- Examples:
Hasbro 2014
No pub. info.

Physical Description 300 field

Games

- Enter 1 board game; you do not need to count all of the pieces
Example:
1 board game

Puzzles

- Enter the number of puzzle pieces
- Example:
1000 puzzle pieces

Example of a Game 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 contains 'Acquisitions', 'Cataloging', 'Circ. L.N.', 'Circulation', 'Configuration', 'Online', 'Outreach', 'Reports', 'Requests', 'Reserves', 'Selection', 'Serial Control', and 'Utility'. The left sidebar has sections for '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 No...), 'Items', 'Acquisitions', and 'Special'. The main area shows the title 'Chutes and ladders [game]' and tabs for 'Control', 'Bibliographic', 'Call Number/Item', and 'Bound-with'. A 'Shadow title' checkbox is present. Below is a table with columns 'Label', 'Tag', 'Ind.', and 'Contents'. The table contains three rows: 'Title' (Tag: 243, Ind.: 1, Contents: Chutes and ladders [game]), 'Publication info' (Tag: 260, Contents: Hasbro 2015), and 'Physical description' (Tag: 300, Contents: 1 board game). At the bottom are 'Return to Search', 'Save', and 'Close' buttons. The Windows taskbar at the bottom shows the time as 2:41 PM on 3/19/2015.

Label	Tag	Ind.	Contents
Title	243	1	Chutes and ladders [game]
Publication info	260		Hasbro 2015
Physical description	300		1 board game

Example of a Puzzle 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 contains 'Acquisitions', 'Cataloging', 'Circ Lbr', 'Circulation', 'Configuration', 'Offline', 'Outreach', 'Reports', 'Requests', 'Releases', 'Selection', 'Serial Control', and 'Utility'. The left sidebar has 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', and 'Special'. The main area shows the title 'Alphabet puzzle [game]' and tabs for 'Control', 'Bibliographic', 'Call Number/Item', and 'Bound-with'. A 'Shadow title' checkbox is present. Below is a table with columns 'Label', 'Tag', 'Ind.', and 'Contents'. The table contains three rows: Title (245 1), Publication info (260), and Physical description (300). At the bottom, there are buttons for 'Return to Search', 'Save', and 'Close'. The Windows taskbar at the bottom shows the time as 1:05 PM on 3/23/2015.

Label	Tag	Ind.	Contents
Title	245	1	Alphabet puzzle [game]
Publication info	260		Wood 'n Things 2005
Physical description	300		26 puzzle pieces