

Creating a Museum Pass Record

Title 245 field

- Enter the name of the museum, your library's name, and museum pass
- Examples:
Museum of Science – Middleborough museum pass
Plimouth Plantation – Mattapoisett museum pass

Physical Description 300 field

- Enter the number of passes available at your library
- Examples:
1 pass
Daily coupon
2 passes per day
1 pass restricted to [insert your town here] patrons

General Note 500 field

- Enter the museum's address, website address, and telephone number
- Enter specific pass information, such as overdue fines and the number of people admitted on each pass
- Enter the museum's restrictions on the use of the pass
- Examples:
1 Science Park, Boston, MA, 617-723-2500, www.mos.org
To reserve, call library at 781-293-2151 or visit www.hansonlibrary.org
One coupon available for each day
Each coupon admits up to 4 people
Pass not valid during June, July, and August

Internet Resource 856 field

- Fill out an error reporting form on the SAILS website with the museum's website address for SAILS to add as a link in the record

Example of a Museum Pass Record

The screenshot displays the 'Modify Title' window in the SinsDynax Symphony Workflows application. The window title is 'Modify Title *'. The main area shows the title 'Plimoth Plantation - Seekonk museum pass / 1 museum pass'. Below the title, there are tabs for 'Control', 'Bibliographic', 'Call Number/Item', and 'Bound-with'. The 'Bibliographic' tab is active, showing a table with columns 'Label', 'Tag', 'Ind.', and 'Contents'. The table contains four rows of data:

| Label | Tag | Ind. | Contents |
|------------------|-----|------|--|
| Title | 245 | | Plimoth Plantation - Seekonk museum pass |
| Physical Descrip | 300 | | 1 museum pass |
| General Note | 500 | | Reservation required: on-line booking at seekonkpl.org, (telephone booking allowed) Library telephone number is 508-336-8230 |
| General Note | 500 | | \$2 per day overdue fine |
| General Note | 500 | | Pass admits 2 adults and 2 children at a reduced price of \$12.00 per adult and \$8.00 per child |

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 2:48 PM on 3/19/2015.