

Creating Request Records for Toys and Puppets

ISBN 020 field

- Not used for toys and puppets request records

UPC 024 field

- Not used for toys and puppets request records

Music No. 028 field

- Not used for toys and puppets request records

Personal Author 100 field

- Not used for toys and puppets request records

Title 245 field

- Enter the title and subtitle from the toy, puppet or packaging
- Enter the toy or puppet as the title if there is no title
- Use a colon to separate the title and subtitle
- Examples:
Mr. Potato Head [toy]
Kermit the frog hand puppet [toy]
Squirrel puppet [toy]
Dump truck [toy]

Edition 250 field

- Not used for toys and puppets request records

Publication Info. 260 field

- Enter the publisher's name and most recent date from the toy, puppet or packaging
- Examples:
Hasbro 2015
Fisher-Price no date
No pub. info.

Physical Description 300 field

Toys

- Enter the number of toy pieces
- Examples:
 - 1 xylophone 2 mallets
 - 6 Weebles
 - 1 Slinky
 - 1 Mr. Potato Head

Puppets

- Enter the number of puppets
- Examples:
 - 2 dog puppets
 - 1 dragon puppet

Example of a Toy Request Record

The screenshot displays the 'Modify Title' window in the SinsDynx Symphony Workflows application. The window title is 'SinsDynx 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', 'Reserve', '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 No...), 'Items', 'Acquisitions', and 'Special'. The main area shows the 'Modify Title' dialog for 'Dinosaurs [toy]'. It has 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: Dinosaurs [toy]), 'Publication info' (Tag: 260, Contents: Excellence Learning no date), and 'Physical description' (Tag: 300, Contents: 15 dinosaur toy pieces). At the bottom of the window are buttons for 'Return to Search', 'Save', and 'Close'. The Windows taskbar at the bottom shows the time as 1:58 PM on 3/19/2015.

Label	Tag	Ind.	Contents
Title	243	1	Dinosaurs [toy]
Publication info	260		Excellence Learning no date
Physical description	300		15 dinosaur toy pieces

Example of a Puppet 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. Lib.', 'Circulation', 'Configuration', 'Offline', 'Outreach', 'Reports', 'Requests', 'Reserves', 'Selection', 'Serial Control', and 'Utility'.

On the left side, there are several task lists:

- 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 of the window is titled 'Modify Title' and contains the following elements:

- A toolbar with icons for undo, redo, delete, and other actions.
- The title text: 'Gray squirrel puppet [toy]'.
- Navigation tabs: 'Control', 'Bibliographic', 'Call Number/Item', 'Bound-with'.
- A checkbox labeled 'Shadow title'.
- A table with the following data:

Label	Tag	Ind.	Contents
Title	245	1	Gray squirrel puppet [toy]
Publication info	260		No pub. info.
Physical description	300		1 squirrel puppet

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 9:35 AM on 3/30/2015.