

Creating Request Records for VOX Books

ISBN 020 field

- Enter the 13-digit ISBN on the book
- Example:
9781948381093

UPC 024 field

- Not used for VOX Books request records

Music No. 028 field

- Enter the number(s) from the book, if any numbers are listed
- Examples:
1033
31117

Personal Author 100 field

- Enter the first name listed on the book (last name, first name)
- Examples:
Leaf, Christina
Jango-Cohen, Judith

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:
Fireflies
Let's look at iguanas
She made a monster: how Mary Shelley created Frankenstein

Edition 250 field

- Enter VOX ed.
- Example:
VOX ed.

Publication Info. 260 field

- Enter the publisher's name next to the most recent date on the book
- Library Ideas is the publisher of VOX Books, but may not always be listed on the book
- Enter the most recent date from the book
- Examples:
Library Ideas 2019
Library Ideas no date
No pub. info.

Physical Description 300 field

- Enter 1 VOX book followed by the physical description of the book
- Examples:
1 VOX book (1 v. (unpaged) col. ill. 29 cm.)
1 VOX book (24 p. col. ill. 24 cm.)

Example of a VOX Books Request Record

The screenshot displays the 'Modify Title' window in the SirsiDynix Symphony Workflows. The window title is 'Modify Title *'. The menu bar includes 'File', 'Edit', 'Wizards', 'Helpers', 'Modules', 'Preference', 'Tools', and 'Help'. The main menu contains 'Acquisitions', 'Cataloging', 'Circ Ltd', 'Circulation', 'Configuration', 'Offline', 'Outreach', 'Reports', 'Requests', 'Reserves', 'Serial Control', and 'Utility'. The left sidebar has several sections: 'Common Tasks' (Call Number and Item..., Label Designer, SmartPort, Item Search and Display, Check Item Status, Help, Print), 'Titles' (Add Title, Modify Title, Duplicate Title, Delete Title, Call Num...), 'Call Numbers and I...', 'Authorities', and 'Special'. The main area shows the title 'She made a monster: how Mary Shelley created Frankenstein / Fulton, Lynn'. Below the title, there are tabs for 'Control', 'Bibliographic', 'Call Number/Item', and 'Bound-with'. A 'Shadow title' checkbox is present. A table displays the following data:

Label	Tag	Ind.	Contents
ISBN	020		9781948381963
Personal Author	100	1	Fulton, Lynn
Title	245	1	She made a monster: how Mary Shelley created Frankenstein
Edition	250		VOX ed.
Publication info	260		Library Ideas 2019
Physical description	300		1 VOX book (1 v. (unpaged) col. ill. 28 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 9:23 AM on 1/22/2020.