

# Item Editors

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# Item Editors



This page has been moved over to <https://support.goalexandria.com/items/item-editors/>

## Item Editors

Item Editors allow you to customize the MARC record for an item without having to select the MARC view. You can edit Title, Author, Series, and Subjects without going to the MARC editor. You may review the Library of Congress [website](#) for additional information about [MARC](#) record standards.

The screenshot shows the 'Item Editor' interface for a book. At the top, there are buttons for 'MARC', a lock icon, and 'Actions'. The main form is divided into several sections:

- Title \***: A text field containing 'More scary stories to tell in the dark'. To the right is a 'Non-filing' label and a pencil icon.
- Author \***: A text field containing 'Schwartz, Alvin'. Below it, 'Gammell, Stephen' is listed.
- Call Number**: A text field containing '398.25 SCH'.
- Publication**: A tabbed interface with tabs for 'Publication', 'Copies', 'Subjects', 'Terms', 'Notes', 'Other', and 'Programs'. The 'Publication' tab is active.
- Catalog**: A section with fields for 'Series \*' (a dropdown menu), 'Series Volume' (a text field), 'Genre \*' (a dropdown menu), 'Policy' (a dropdown menu), 'Medium' (a dropdown menu), and a checkbox for 'Hide item in researcher'.
- Identifiers**: A section with fields for 'ISBN / ISSN' (containing '9780397320820') and 'LCCN' (containing '83049494').
- Publication**: A section with fields for 'Volume' (a text field), 'Edition' (a text field), 'Extent' (a text field containing 'xii, 100 p. : ill. ; 24 cm.'), 'Year \*' (a dropdown menu), 'Publisher \*' (a dropdown menu), and 'Place \*' (a dropdown menu).

At the bottom right, there is a small text 'RSN 83'.

Our item editors come in these main forms:

- For very basic but essential information like Publisher, we use a regular form field that you can just type into.
- Authority controlled fields are marked with a star [image] and will have a drop down that you can use instead of typing to ensure data conformity.
- For information where one MARC tag will be referred to the most but quick access to additional tags may help improve search results, you can type in the field or click on the pencil icon to deep dive in a **mini editor** (title, author, series, and genre).
- And finally we have entire tabs for important information like Subjects or Links so you can focus on all the associated tags at once and make the changes you need.

Mini editors are available for the following tabs/data.

- Title
- Author
- Series
- Genre

Before you can make any changes, click the padlock icon to unlock the record. Then when you're done, click the icon again to lock the record.

Edit a Tag

1. In the desired field, click the  **pencil** icon to open the editor.
2. Select the tag you wish to change.
3. Click **Edit**.
4. Make any necessary changes to the tag, then click **Save**.

#### Add a Tag

1. In the field, click the **pencil** icon to open the editor.
2. Click **Add**.
3. Choose the MARC tag you wish to add.
4. Enter MARC information in the corresponding fields and click **Save**.

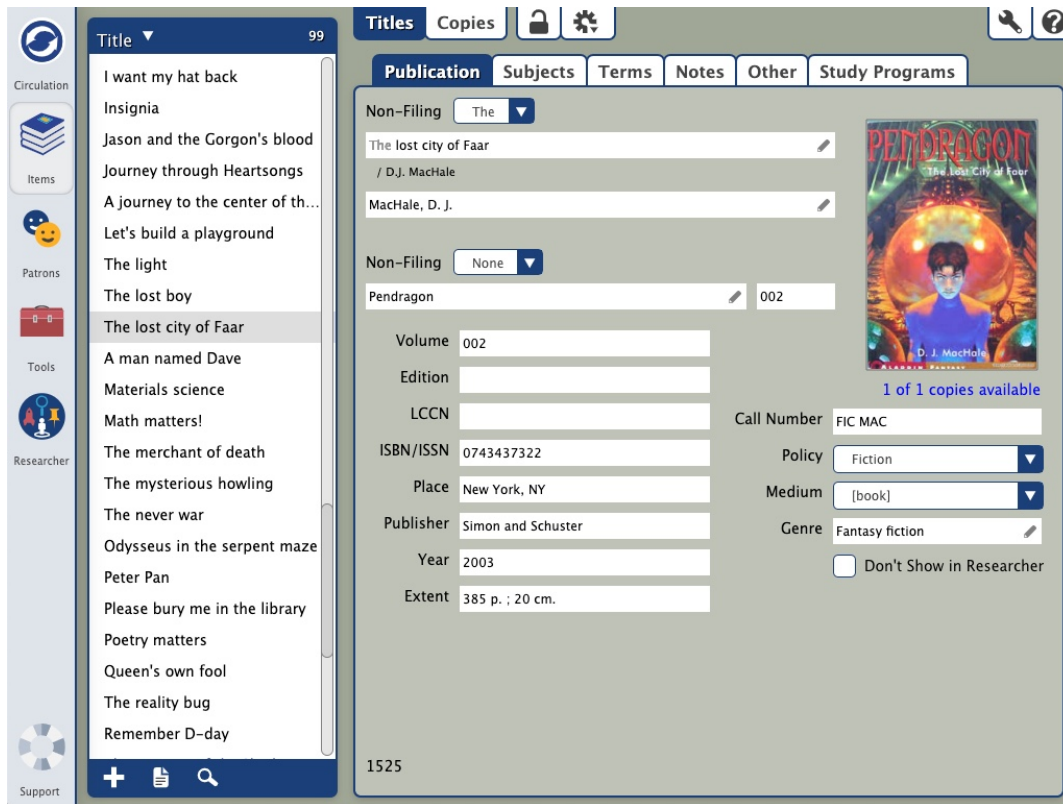
#### Remove a Tag

1. Click the **pencil** icon in the desired field.
2. Select the tag you wish to remove.
3. Click **Remove**.
4. **Close** the Editor window.
5. Click **Save**.

Note you can not remove the Title tag.

## Item Editors

Item Editors allow you to customize the MARC record for an item without having to Toggle MARC view. You can edit the Title, Author, and Subjects for any item in your library, and the new information will then be reflected on the item's MARC record. You will need to be on the Title tab of the item record in order to make these changes. You may review the Library of Congress webpage for additional information about MARC record standards.



The screenshot shows the 'Item Editor' interface. On the left is a sidebar with icons for Circulation, Items, Patrons, Tools, Researcher, and Support. The main area has a top navigation bar with 'Titles' and 'Copies' tabs, and a sub-navigation bar with 'Publication', 'Subjects', 'Terms', 'Notes', 'Other', and 'Study Programs'. The 'Publication' tab is selected. It contains several input fields: 'The lost city of Faar' (Title), '/ D.J. MacHale' (Author), 'MacHale, D. J.' (Non-Filing), 'Pendragon' (Volume), '002' (Edition), '002' (LCCN), '0743437322' (ISBN/ISSN), 'New York, NY' (Place), 'Simon and Schuster' (Publisher), '2003' (Year), '385 p. : 20 cm.' (Extent), 'FIC MAC' (Call Number), 'Fiction' (Policy), '[book]' (Medium), 'Fantasy fiction' (Genre), and a 'Don't Show in Researcher' checkbox. A book cover for 'PENDRAGON' is shown on the right. The bottom of the interface shows the number '1525'.

To access the item editors:

1. Go to the **Items** module.
2. Select the **Titles** tab at the top of the window.
3. Look up the title you want to edit.
4. Click the **padlock** icon at the top of the window to unlock the item for editing.

Now you're ready to go.

#### Editor

The tag editor allows you to add, edit, or remove tags, indicators, and subfield information. Select a field to edit it, or click **Add** to add a new one. When you're done, click **OK** to go back to tag view.

- **Edit.** Open the editor for the selected tag.
- **Remove.** Delete the selected tag.
- **Arrows.** Use the up and down arrows to change the order of the MARC record in the list.

Edit an Author Tag

- 
1. In the Author field, click the **pencil** icon to open the editor.
  2. Select the tag you wish to change.
  3. Click **Edit**.
  4. Make any necessary changes to the tag, then click **Save**.

Add an Author Tag

1. In the Author field, click the **pencil** icon to open the editor.
2. Click **Add**.
3. Choose the MARC tag you wish to add.
4. Enter MARC information in the corresponding fields and click **Save**.

Remove an Author Tag

1. Click the **pencil** icon in the Author field.
2. Select the tag you wish to remove.
3. Click **Remove**.
4. **Close** the Author Editor window.
5. Click **Save**.

# Title Editor

## Title Editor

The Title Editor allows you to view and edit the 245 Title Statement tag.



**Title Statement**  
Read about this field at the Library of Congress. Invalid entries and blank subfields will not be saved.

|     |    |   |                                                                                         |
|-----|----|---|-----------------------------------------------------------------------------------------|
| 245 | 10 | a | More scary stories to tell in the dark                                                  |
|     |    | c | collected from folklore and retold by Alvin Schwartz ; with drawings by Stephen Gammell |
|     |    | h | [book]                                                                                  |

CLOSE

▲ ▼

EDIT

REMOVE

ADD



**Title Statement**  
Read about this field at the Library of Congress. Invalid entries and blank subfields will not be saved.

|                                        |    |   |                                                                                         |
|----------------------------------------|----|---|-----------------------------------------------------------------------------------------|
| 245                                    | 10 | a | More scary stories to tell in the dark                                                  |
|                                        |    | c | collected from folklore and retold by Alvin Schwartz ; with drawings by Stephen Gammell |
|                                        |    | h | [book]                                                                                  |
| <div>▲ ▼</div> <div>Add subfield</div> |    |   |                                                                                         |

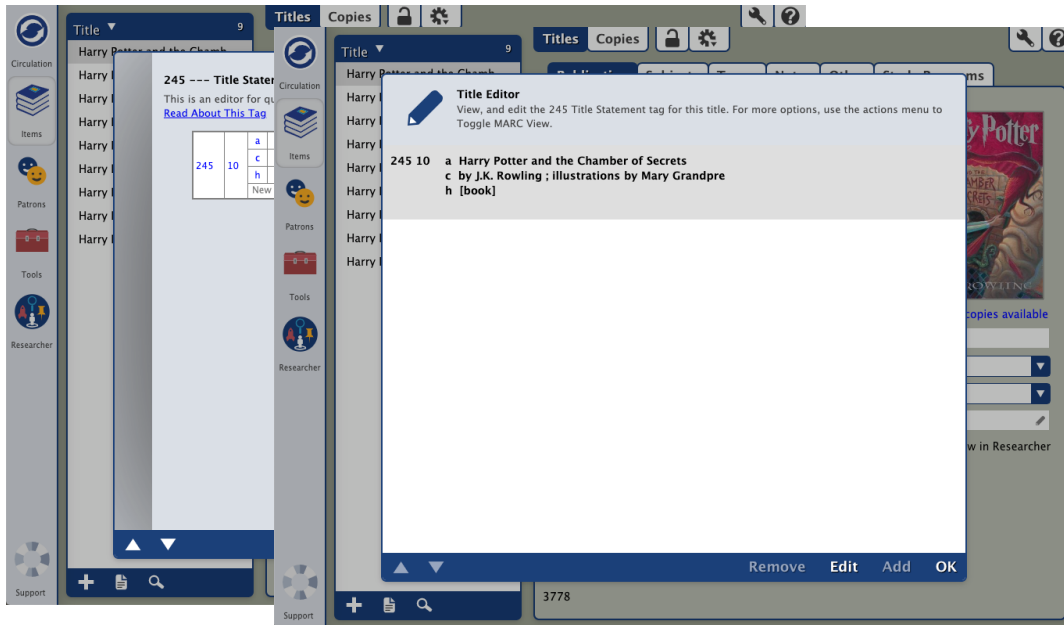
CANCEL

SAVE


The Title tag can not be removed.

# Title Editor

The Title Editor allows you to view and edit the 245 Title Statement tag.



1. Unlock the record by clicking the **padlock** icon.
2. Click the **pencil** icon in the Title field.
3. Select the **245** field and click **Edit**.
4. Make any necessary changes to the 245\_a field, and then click **OK**.
5. On the title Editor window, click **Close**.
6. In the top right corner of the Items window, click **Save**.
7. Lock record by clicking the **padlock** icon.

## Author Editor

## Author Editor

The Author Editor allows you to view, add, edit or remove the following Author tags:

- 110 - Author Main Entry - Corporate Name
- 222 - Author Main Entry - Meeting Name
- 700 - Author Main Entry - Personal Name
- 710 - Author Main Entry - Corporate Name
- 711 - Author Main Entry - Meeting Name

**Author Main Entry - Personal Name**

Read about this field at the Library of Congress. Invalid entries and blank subfields will not be saved.

|     |    |   |                  |
|-----|----|---|------------------|
| 100 | 1- | a | Schwartz, Alvin  |
|     |    | d | 1927-            |
| 700 | 1- | a | Gammell, Stephen |

CLOSE    EDIT    REMOVE    ADD

**Author Main Entry - Personal Name**

Read about this field at the Library of Congress. Invalid entries and blank subfields will not be saved.

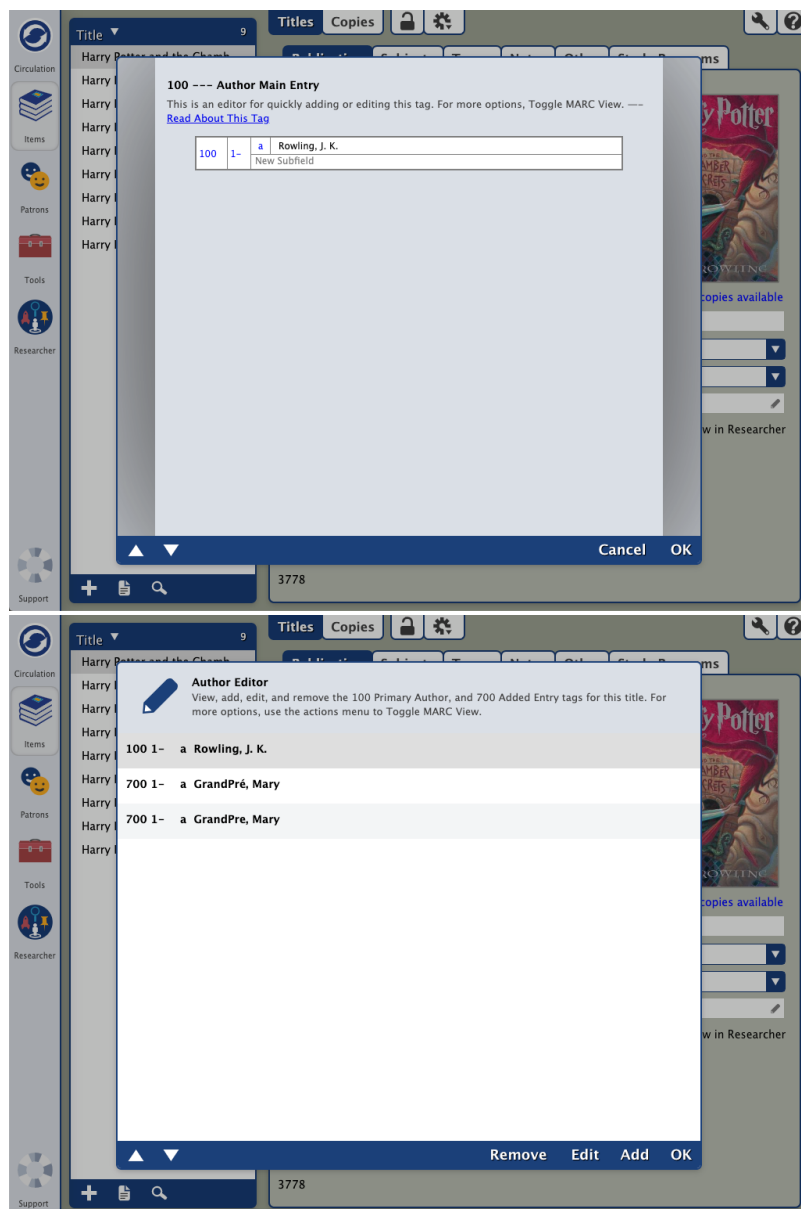
|     |    |   |                              |
|-----|----|---|------------------------------|
| 100 | 1- | a | Schwartz, Alvin              |
|     |    | d | 1927-                        |
|     |    |   | <a href="#">Add subfield</a> |
| 700 | 1- | a | Gammell, Stephen             |

CANCEL    SAVE

# Author Editor

The Author Editor allows you to view, add, edit or remove the following Author tags:

- 110 - Author Main Entry - Corporate Name
- 222 - Author Main Entry - Meeting Name
- 700 - Author Main Entry - Personal Name
- 710 - Author Main Entry - Corporate Name
- 711 - Author Main Entry - Meeting Name



Before you can make any changes, click the  padlock icon to  unlock the record. Then when you're done, click the icon again to lock the record.

Edit an Author Tag

1. In the Author field, click the  **Broken image** pencil icon to open the editor.
2. Select the tag you wish to change.
3. Click **Edit**.
4. Make any necessary changes to the tag, then click **OK**.
5. **Close** the Author Editor window.

6. Click **Save**.

#### Add an Author Tag

1. In the Author field, click the **pencil** icon to open the editor.
2. Click **Add**.
3. Choose the MARC tag you wish to add.
4. Enter MARC information in the corresponding fields.
5. Click **OK**.
6. **Close** the Author Editor window.
7. Click **Save**.

#### Remove an Author Tag

1. Click the **pencil** icon in the Author field.
2. Select the tag you wish to remove.
3. Click **Remove**.
4. **Close** the Author Editor window.
5. Click **Save**.

## Series Editor

### Series Editor

The Series editor view, add, or edit the following MARC tags and subfields:

- 800\_a\_d\_t - Series Added Entry - Personal Name
- 810\_a\_b\_t - Series Added Entry - Corporate Name
- 811\_a\_n\_t - Series Added Entry - Meeting Name
- 830\_a\_v\_h - Series Added Entry - Uniform Title
- 490\_a\_v - Series Statement

**Series Added Entry - Uniform Title**  
[Read about this field](#) at the Library of Congress. Invalid entries and blank subfields will not be saved.

|     |    |   |                          |
|-----|----|---|--------------------------|
| 830 | -4 | a | The Hunger Games trilogy |
|     |    | v | 001                      |

CLOSE ▲ ▼ EDIT REMOVE ADD

**Series Added Entry - Uniform Title**  
[Read about this field](#) at the Library of Congress. Invalid entries and blank subfields will not be saved.

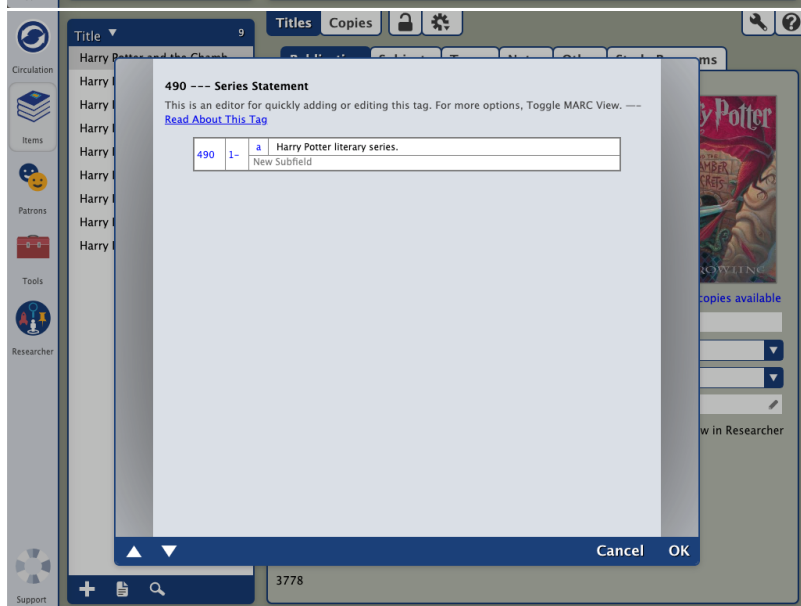
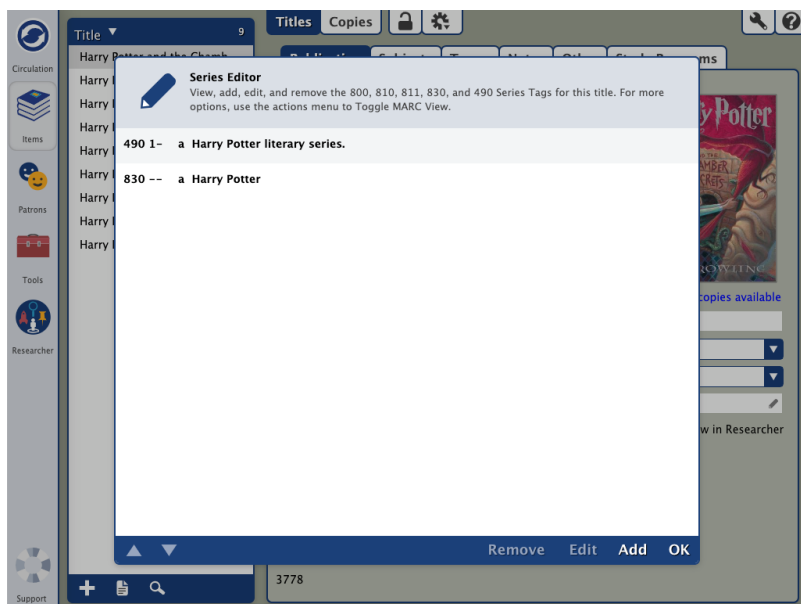
|     |    |   |                                                         |
|-----|----|---|---------------------------------------------------------|
| 830 | -4 | a | The Hunger Games trilogy                                |
|     |    | v | 001                                                     |
|     |    |   | <span>▲</span> <span>▼</span> <span>Add subfield</span> |

CANCEL SAVE

## Series Editor

The Series editor view, add, or edit the following MARC tags and subfields:

- 800\_a\_d\_t - Series Added Entry - Personal Name
- 810\_a\_b\_t - Series Added Entry - Corporate Name
- 811\_a\_n\_t - Series Added Entry - Meeting Name
- 830\_a\_v\_h - Series Added Entry - Uniform Title
- 490\_a\_v - Series Statement



Before you can make any changes, click the  Broken image padlock icon  Broken image to unlock the record. Then when you're done, click the icon again to lock the record.

#### Edit a Series Tag

1. In the Series Volume field, click the  Broken image pencil icon to open the editor.
2. Select a tag.
3. Click **Edit**.
4. Make any necessary changes to the tag, then click **OK**.
5. **Close** the Series Editor window.
6. Click **Save**.

#### Add a Series Tag

1. In the Series Volume field, click the  Broken image pencil icon to open the editor.
2. Click **Add**.
3. Choose the MARC tag you wish to add.
4. Enter MARC information in the corresponding fields.
5. Click **OK**.
6. **Close** the Series Editor window.

7. Click **Save**.

## Remove a Series Tag



1. In the Series Volume field, click the  pencil icon to open the editor.
2. Select the tag you wish to remove.
3. Click **Remove**.
4. **Close** the Series Editor window.
5. Click **Save**.

Genre Editor  
Genre Editor

The Genre editor allows you to view, add, edit or remove the 655\_a tag.



## Genre

[Read about this field](#) at the Library of Congress. Invalid entries and blank subfields will not be saved.

|     |    |   |                 |
|-----|----|---|-----------------|
| 655 | -7 | 2 | gsafd           |
|     |    | a | Science fiction |

|     |    |   |         |
|-----|----|---|---------|
| 655 | -- | a | Fiction |
|-----|----|---|---------|

CLOSE

▲▼

EDIT

REMOVE

ADD

**Genre**

7

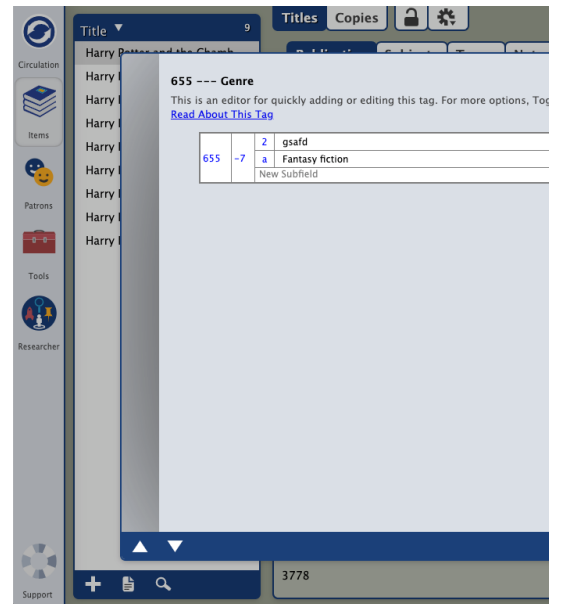
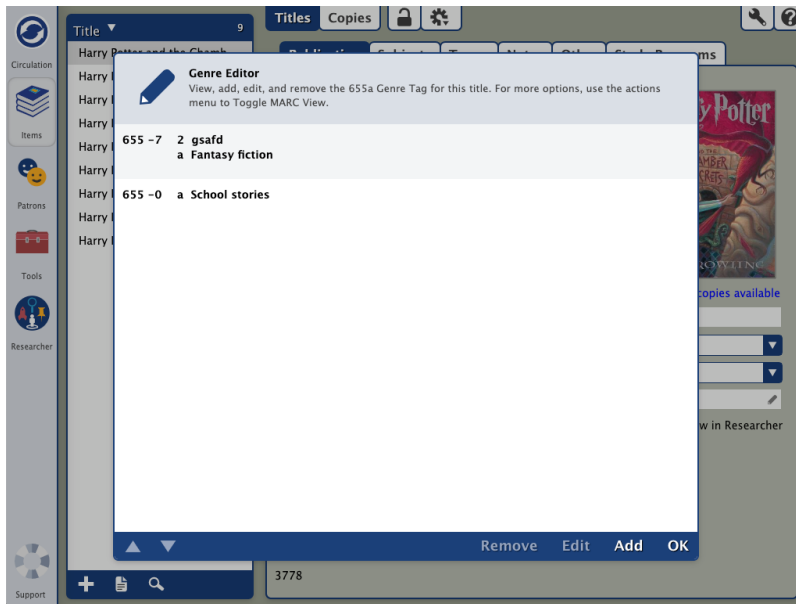
[Read about this field](#) at the Library of Congress. Invalid entries and blank subfields will not be saved.

|     |    |                                                                                                                                                                       |                              |
|-----|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 655 | -7 | 2                                                                                                                                                                     | gsafd                        |
|     |    | a                                                                                                                                                                     | Science fiction              |
|     |    |   | <a href="#">Add subfield</a> |

|     |    |   |         |
|-----|----|---|---------|
| 655 | -- | a | Fiction |
|-----|----|---|---------|

## Genre Editor

The Genre editor allows you to view, add, edit or remove the 655\_a tag.



Before you can make any changes, click the  Broken image padlock icon  Broken image to unlock the record. Then when you're done, click the icon again to lock the record.

#### Edit a Series Tag

1. In the Genre field, click the  Broken image pencil icon to open the editor.
2. Select a tag.
3. Click **Edit**.
4. Make any necessary changes to the tag, then click **OK**.
5. **Close** the Genre Editor window.
6. Click **Save**.

#### Add a Series Tag

1. In the Genre field, click the  Broken image pencil icon to open the editor.
2. Click **Add**.
3. Enter MARC information in the corresponding fields.
4. Click **OK**.
5. **Close** the Genre Editor window.
6. Click **Save**.

#### Remove a Series Tag

1. In the Genre field, click the  Broken image pencil icon to open the editor.
2. Select the tag you wish to remove.
3. Click **Remove**.
4. **Close** the Genre Editor window.
5. Click **Save**.