

Down to the details—Toggle MARC View

Tip for: 10.17.16

How can you edit Subject Headings? How do you add multiple authors to an item record? The answer is to use the MARC view.

In Item Management, Titles, use the Actions menu [blocked URL](#) to Toggle MARC View, and your item screen changes from this...

...to this, where you can view the MARC tags for this item.

Unlock the record, click on any tag, and you will be able to add subfields for that tag and add new fields.

The 6xx tags are where you'll find subjects, and authors are in 100. To learn about any tag, click on it, then click Read About This Field, which will take you to the Library of Congress website for [MARC Standards](#).