

# MARC View Editor

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# MARC View Editor

 This page has been moved over to <https://support.goalexandria.com/items/marc-view-editor/>

## MARC View Editor

With the MARC button, you can toggle between the normal item view and the more advanced **MARC View** (as shown below).

The MARC View editor is designed to allow MARC-savvy librarians the ability to modify information in the MARC record. You can edit, add or remove tags, indicators, and subfield data. The MARC editor confirms that any changes you make are syntactically correct (i.e. that they are still in a valid MARC format). Although Alexandria will allow you to enter any data you like, only specific MARC data is used by Alexandria. Any additional information is retained for reference or future purposes only. For most fields, you can use the mini editors, see [Item Editors](#).

MARC

+

Actions

### MARC View

Leader - A fixed field that comprises the first 24 character positions (00-23) of each record and provides information for the processing of the record.

		b	Ye 1999
082	04	2	21
		a	398.2/0951
100	1-	a	Louie, Ai-Ling
245	10	a	Yeh-Shen
		b	a Cinderella story from China
		c	retold by Ai-Ling Louie ; illustrated by Ed Young
		h	[book]
264	--	a	New York, NY
		b	Puffin Books
		c	1999
300	--	a	[31] p.
		b	col. ill.
		c	27 cm.
520	--	a	This version of the Cinderella story, in which a young girl overcomes the wickedness of her stepsister and...
521	--	9	0
		a	AD840

EDIT



REMOVE

ADD



Changes to the MARC record are *only* saved if you press the **Save** button at the top of the window. If you select **Revert**, all changes are discarded and the record reverts to its previous state.

## Manage Your Records

1. Click the  padlock icon to unlock the record. 
2. Scroll through the list to find the record you wish to modify.
3. Use the controls at the bottom of the window to make your changes.
  - a. **Remove** an existing record.
  - b. **Edit** an existing record.
  - c. **Add** a new record.
4. When you're done, click **Save**.

### Adding and Editing MARC Fields

- To add a new MARC field, click **Add** to bring up a drop-down menu of possible MARC fields. Select the tag you want to add, fill it out, and then click **OK**.



If you need to add a special field, select **Other**.

If the tag you wish to add is not listed, you will need to use **Tools > Import** to add it.

- To edit an existing MARC field, select the field and click **Edit**.

How to use the editor when editing and adding fields:

- Indicators are shown in the second column. Click on the field to highlight the indicator in question and type a new value over the existing. If there is no indicator, a dash appears.
- Subfields are shown in the third column and are limited to a single letter or number. Click in the subfields area and click on **Add Subfield** to add a new subfield.
- To remove a subfield, click the **Remove Subfield** icon on the right.
- All pertinent data for the subfield can be edited or entered in the fourth column.
- If the information you entered turns red, it is invalid for the tag type and cannot be saved. Click the **Read About This Tag** link to troubleshoot your entry.

### Removing MARC Fields

To remove a MARC field, select the field and click **Remove**.

### Important

- Tags between 001 and 009 have no indicators or subfields. They can be edited as a stream of characters. A special editor is available for the 008 tag.
- To edit the 008 tag, click on it. If the record type is "a" then the following editor is available to make syntactically correct changes.
- If the MARC record type is not specified as Language Material, then this alternative 008 editor is displayed. You may change MARC Leader information by clicking on the 000 or LDR field in the MARC.

[Back to Top](#)

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The MARC View editor allows you to add, edit, or remove MARC tags, indicators, and subfield information. Changes to MARC data will be verified for validity and compliance with the current MARC standards.

000	a	08054nam 2200961 a 4500
001	a	mlg53502161
003	a	KyBuM
005	a	20130204152300.0
008	a	010314s2000 nyuabo j 001 0 eng d
020 --	a	9780789465887
040 --	a	KyBuM
	c	KyBuM
	d	IMC
082 14	2	13
	a	625.1
100 1-	a	Coiley, John
245 10	a	Train
	c	written by John Coiley
	h	[book]




Remove Edit Add



Changes to the MARC record are *only* saved if you press the **Save** button at the top of the window. If you select **Revert**, all changes are discarded and the record reverts to its previous state.

## Manage Your Records

1. Select the Title tab or Copies tab.
  - If the **Titles** tab is selected, click this to open the [Title Assistant](#) dialog, allowing you to add a new title record to your database.
  - If the **Copies** tab is selected, click this to add a new copy to the currently selected title record.
2. Click the  padlock icon to unlock the record.
3. Scroll through the list to find the record you wish to modify.
4. Use the controls at the bottom of the window to make your changes.
  - a. **Remove** an existing record.
  - b. **Edit** an existing record.

- c. **Add** a new record.
- 5. When you're done, click **Save**.

## Adding and Editing MARC Fields

- To add a new MARC field, click **Add** to bring up a drop-down menu of possible MARC fields. Select the tag you want to add, fill it out, and then click **OK**.
  - If the tag you wish to add is not listed, you will need to use **Tools > Import** to add it.
- To edit an existing MARC field, select the field and click **Edit**.

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