

Item Editors

Items

[Tell us what we can improve.](#)

Related Blog Posts

Blog Posts

- [Blog: Items: a few things you may not know...](#)
created by [Bethany Brown](#)
Apr 12, 2023
[Alexandria](#)
- [Blog: Searching by Subject](#) created by [Bethany Brown](#)
Nov 16, 2022
[Alexandria](#)
- [Blog: Assigning policies—the complete guide](#)
created by [Bethany Brown](#)
Mar 23, 2022
[Alexandria](#)
- [Blog: Title Assistant to the rescue!](#) created by [Bethany Brown](#)
Jan 27, 2022
[Alexandria](#)
- [Blog: Overdue Items Notices? We've got you cover-ed](#) created by [Bethany Brown](#)
Nov 24, 2021
[Alexandria](#)
- [Blog: Search smarter!—Combine search results](#)
created by [Bethany Brown](#)
Oct 13, 2021
[Alexandria](#)
- [Blog: Using Contents Notes](#) created by [Bethany Brown](#)
Sep 23, 2021
[Alexandria](#)
- [Blog: Introducing... FAQs!](#) created by [Morgan](#)
Jul 07, 2021
[Alexandria](#)
- [Blog: Changing call numbers—helpful utilities](#)
created by [Morgan](#)
Mar 03, 2021
[Alexandria](#)
- [Blog: From our librarians—Reusable book menu cards](#)
created by [Morgan](#)
Nov 18, 2020
[Alexandria](#)

[Save as PDF](#)

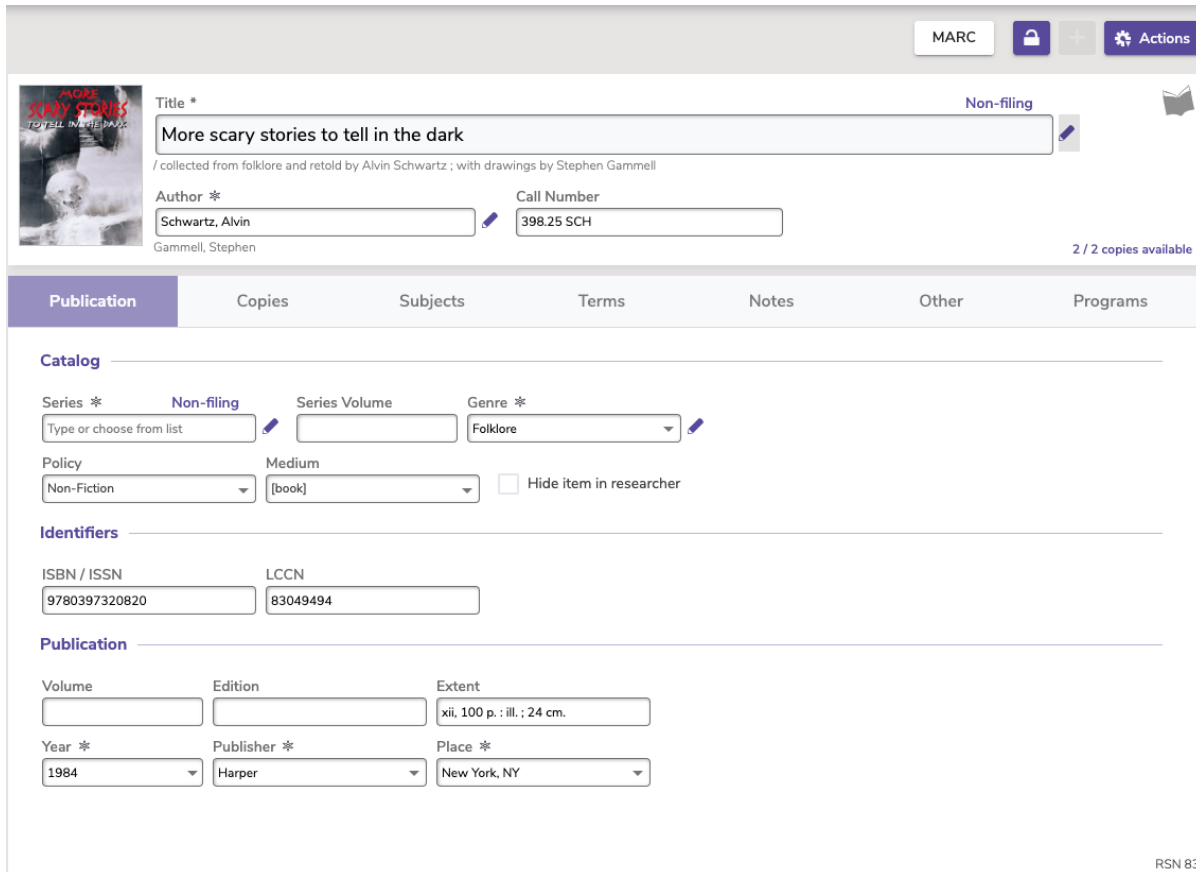


Item Editors

 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's a 'MARC' button and an 'Actions' button. The main form is divided into several sections: 'Title', 'Author', 'Call Number', 'Publication', 'Copies', 'Subjects', 'Terms', 'Notes', 'Other', and 'Programs'. The 'Title' section has a text field with 'More scary stories to tell in the dark' and a 'Non-filing' label. The 'Author' section has a text field with 'Schwartz, Alvin' and a 'Gammell, Stephen' note. The 'Call Number' section has a text field with '398.25 SCH'. The 'Publication' section has a 'Series' dropdown with 'Non-filing', a 'Series Volume' text field, and a 'Genre' dropdown with 'Folklore'. The 'Policy' section has a 'Non-Fiction' dropdown, a 'Medium' dropdown with '[book]', and a 'Hide item in researcher' checkbox. The 'Identifiers' section has an 'ISBN / ISSN' text field with '9780397320820' and an 'LCCN' text field with '83049494'. The 'Publication' section has a 'Volume' text field, an 'Edition' text field, an 'Extent' text field with 'xii, 100 p. : ill. ; 24 cm.', a 'Year' dropdown with '1984', a 'Publisher' dropdown with 'Harper', and a 'Place' dropdown with 'New York, NY'. The bottom right corner of the form has the 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**.

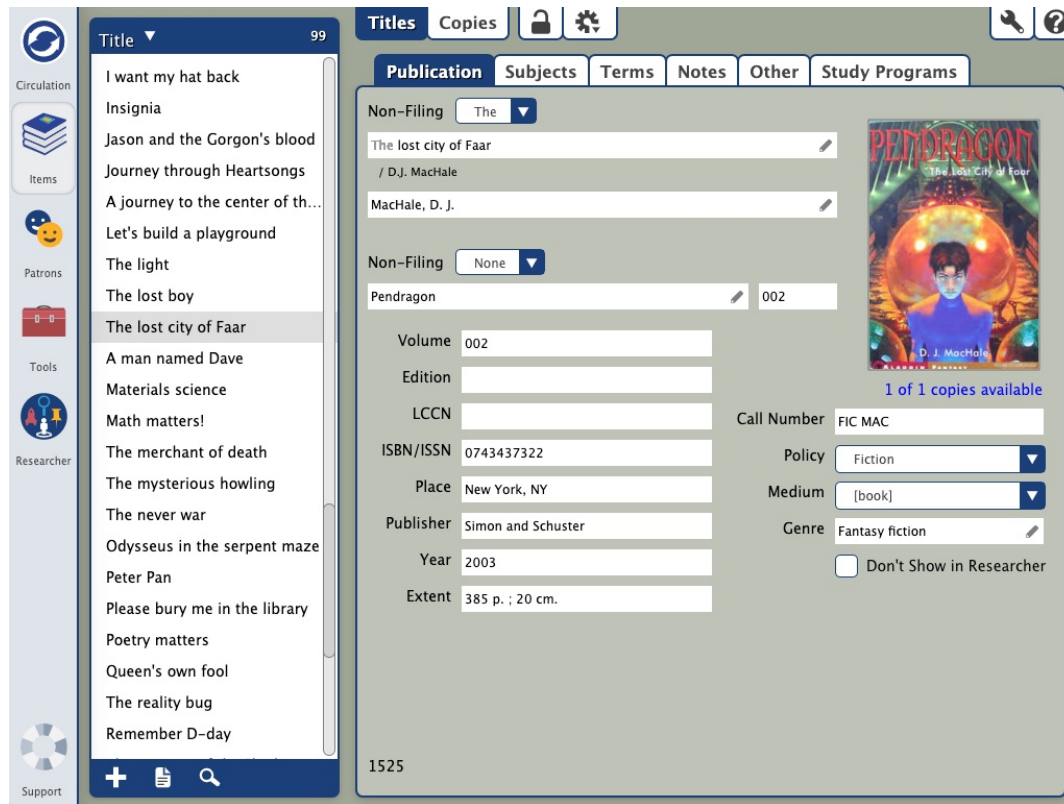
Remove a Tag

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 tabs for 'Titles', 'Copies', and a locked icon. The 'Titles' tab is selected, showing a list of titles on the left and a detailed edit form on the right. The title being edited is 'The lost city of Faar' by D.J. MacHale. The form includes fields for 'Non-Filing' (set to 'The'), 'Volume' (002), 'Edition', 'LCCN', 'ISBN/ISSN' (0743437322), 'Place' (New York, NY), 'Publisher' (Simon and Schuster), 'Year' (2003), and 'Extent' (385 p. : 20 cm.). There is also a 'Call Number' field (FIC MAC), a 'Policy' dropdown (Fiction), a 'Medium' dropdown ([book]), and a 'Genre' dropdown (Fantasy fiction). A book cover for 'PENDRAGON' is shown on the right. At the bottom, there is a 'Don't Show in Researcher' checkbox.

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]
▲ ▼ Add subfield			

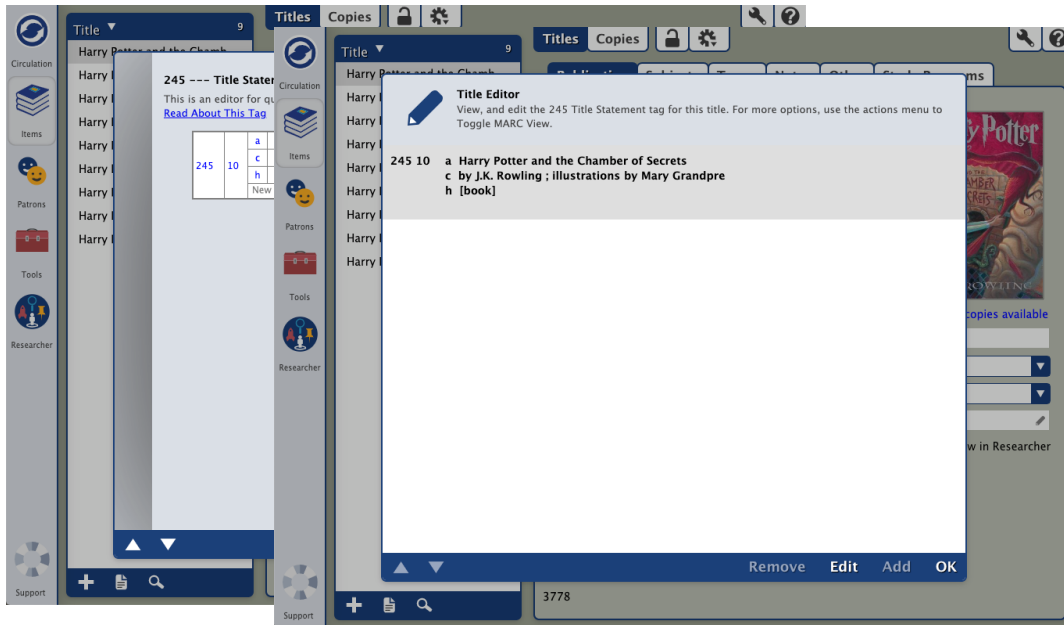
CANCEL

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

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.

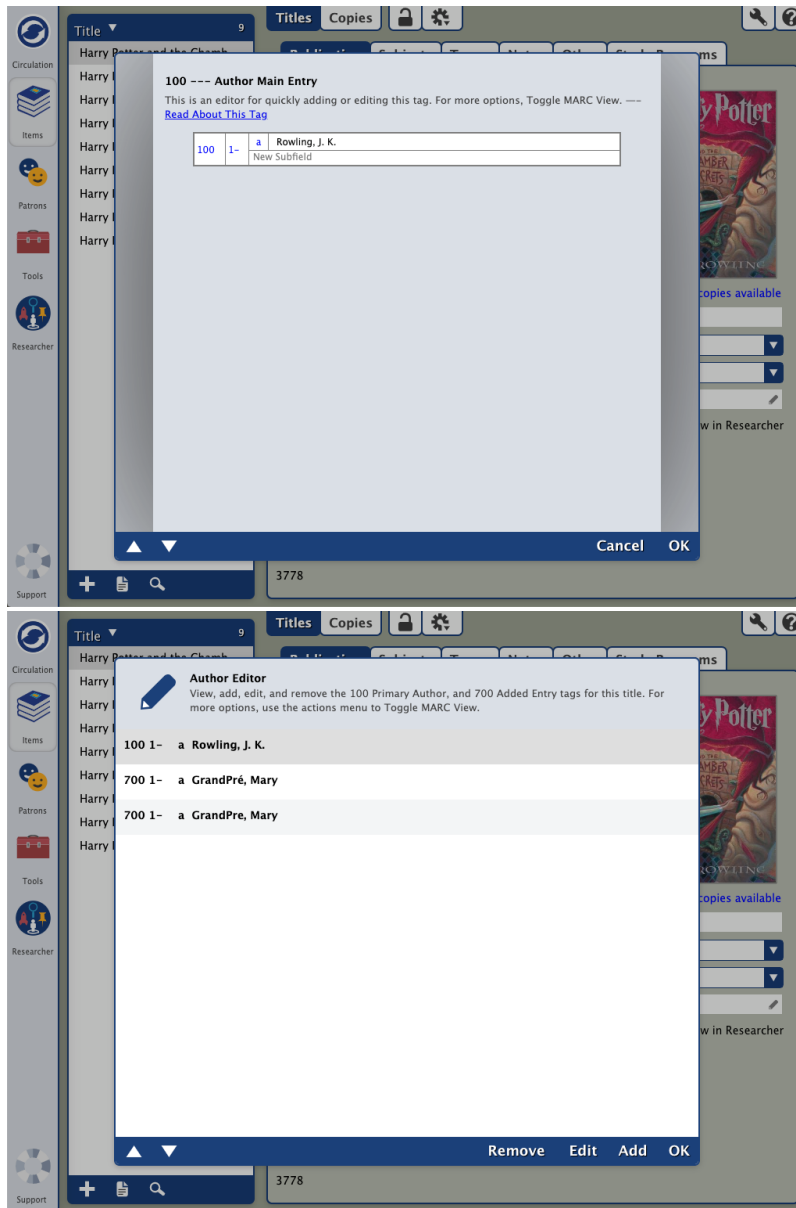
100	1-	a	Schwartz, Alvin
		d	1927-
			Add subfield
700	1-	a	Gammell, Stephen

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  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.

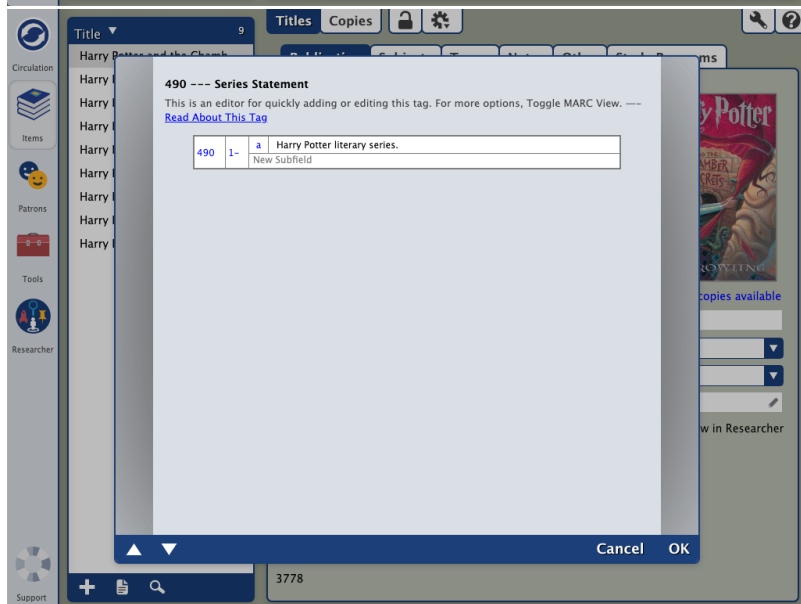
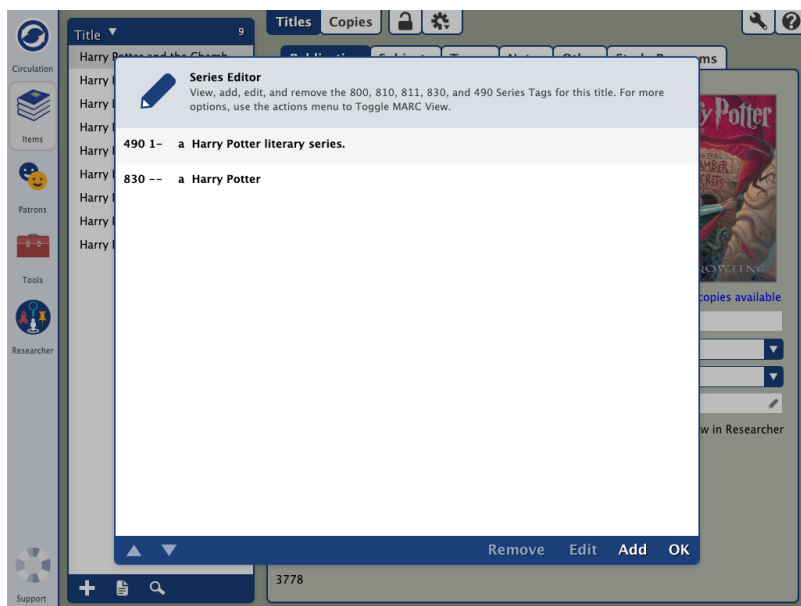
830	-4	a	The Hunger Games trilogy
		v	001
			▲ ▼ Add subfield

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  **Broken image**

2. Select the tag you wish to remove.

3. Click **Remove**.

4. **Close** the Series Editor window.

5. Click **Save**.
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

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



Add subfield

655

--

a

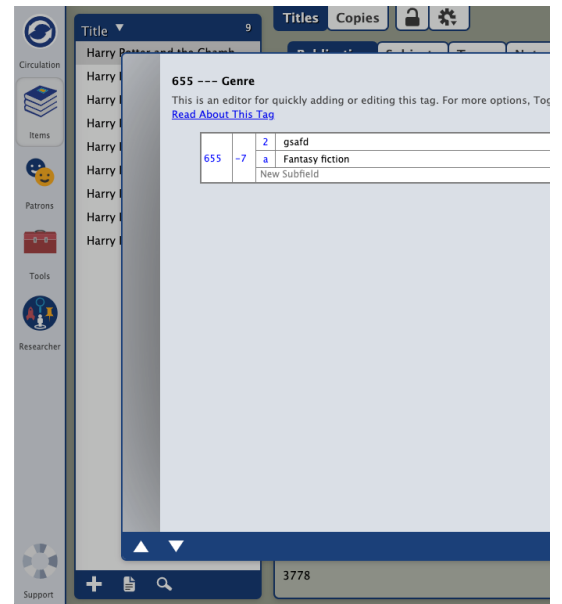
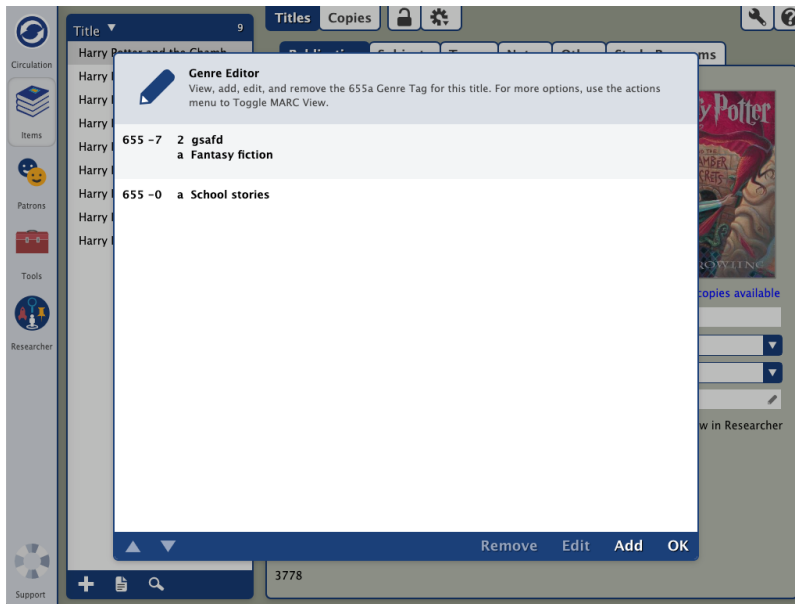
Fiction

CANCEL

SAVE

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**.