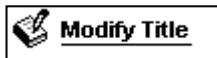![INFOhio - OHIO'S PreK-12 DIGITAL LIBRARY]

Adding 856 Tag – URL link to podcasts

Adding an 856 tag to a marc record will put in a hyperlink to a web site. It will also add a link to the record in the online catalog. Keep in mind, once you add a link to a record, you'll need to maintain it. ***You must have*** a 590 tag to make your records searchable so you can maintain them and students or teachers can locate them easily.
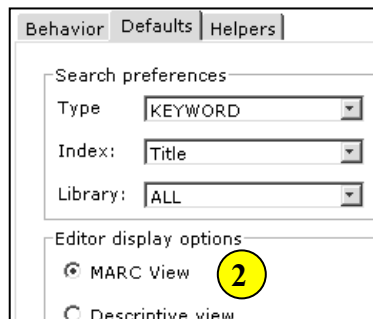
1. ***Click*** on Cataloging Wizard.

2. ***Set properties*** | Modify Title |

    - ***Right Click*** on the Modify Title Wizard.
    - ***Change*** the properties to MARC View.

    Click on Modify Title Wizard.
    Modify Title: screen displays.

3. ***Locate*** the title you want to modify. ***Click*** Modify.

    Modify Title screen displays.

4. ***Update or add an 040 tag***.

    - Add subfield d (|d) with your LC/NUC code to the 040 tag. There can be more than one |d.
    - If you do not know your code, it can be found at http://lcweb.loc.gov/marc/organizations/
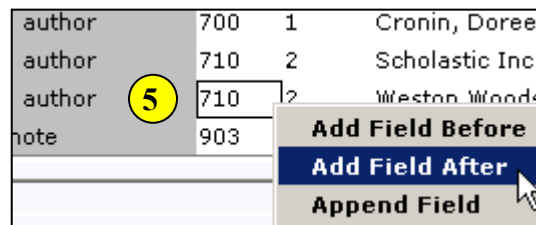   - If there is no 040 tag, create one and enter your code in subfield a of the 040.

5. ***Add a 590 tag*** – Local Note - **Optional.** All of the information entered here is searchable in Workflows (general search) and the opac (all fields search). You can add any or all of the options. BE CONSISTENT!

    - What – audio student review, podcast, book talk, etc.
    - Who – teacher's name, student name (follow your school policies)
    - When – October 2009, Spring 2010
    - Where – My school

Local note	590	Audio student review created in Mr. Jone's class at Jonesville Jr. High during 2009-2010 school year.

6. ***Add an 856 tag.***

    a. ***Right Click*** on the last tag number lower than 856. In the sample, it is 710. If there is already an 856 tag, put this before it.
    b.   ***Select*** Add Field After.
    c. ***Type*** 856 in the tag number box.
    d. ***Press*** tab.

e. *Add* the indicators 42. (The 4 means it's a web resource and the 2 means it's related to the title.)
NOTE: *If you are copying complete tag from an outside source, you should be sure the indicators are 42.*

f. *Press* tab.

		6e	6g	6h
Electronic resource	856	42	|uhttp://webcast.anyschool.org/media/podcast/twilight.mp3|yHear student review	

g. *Type |u* and **paste** in the url.

h. *Type |y Enter* text you want to display when you hover over the link icon in the opac. This is especially important if the record has more than one link.

i. *Click* Save.

7. ***Add a 989 tag - IMPORTANT****! This will keep your local recordings out of the CRC.*

   • *Type* Local

INFOhio template	989	Local

8. *Add an Item Note* (Optional)

   • *Click* on Call Number/Item Tab.
   • *Add* a public note to display in the online catalog.
   • You will need to add a note to each item.

9. *Save* your changes.

HINT*: If you have multiple bib records for the same title, modify all of the records.*