INFOhio
OHIO'S PreK-12 DIGITAL LIBRARY

Curriculum Guide Template

1. Use SmartPORT (TEMPLATE database) to *locate* the record. Do a Title Search for "Local School Curriculum Guide Template".

2. *Import* the record. (*See Handbook, Cataloging, Basic Cataloging/SmartPort guides for specific directions*).

3. **Modify Title** *Click* on Modify Title Wizard - record should be "current".

4. *Make* the following changes and additions to the record:

Fixed Fields:

- **Entrd**-- change to current date in format YYMMDD
- **Date1** – Enter publication date.

Bibliographic Info:

- **245**—*Delete* "Local School Curriculum Guide Template." *Enter* Title of guide.

  2nd indicator contains number of non-filing characters for leading article in title.
  - The = 4   An= 3
  - A = 2
  - If no initial article, leave the zero (0).

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	u
Desc	a	Entrd	070207	Dat_Tp	s	Date1	
Date2		Ctry	oho	Illus	|	Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	|	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	d		

Label	Tag	Ind.	Contents
Date/time stamp	005		20070215153220.0
Title	245	00	LOCAL SCHOOL CURRICULUM GUIDE TEMPLATE.
Publication info	260		|cDATE.
Physical descrip	300		XX p. :|bill. ;|cXX cm.
General Note	500		Prepared by the district curriculum director.
Summary	520		Includes content standards, benchmarks, and indicators. Reviewed on a five year rotation.
Issuing body	550		XXXXXXXXXX.
Subject term	650	0	XXXXXXXXXX|xStudy and teaching.
Added author	710	2	XXXXXXXXXX.
Electronic resource	856	40	|uhttp://XXX.XXXXX.XX/|yDISPLAY TEXT.
Internet site	856	2	|uCURRICULUM GUIDE URL
INFOhio template	989		Local Publication

Examples: **245** 04 The Amherst Technology Curriculum.
          245 00 Social Studies Curriculum Guide.

- **260 |c** Enter date of publication. This should be the same as Date1.
       Example: **|c**1998.

- **300** Replace XX with page number.
       |c—Replace XX with height in centimeters.

- **500** Enter note on creators or DELETE.

- **520** EDIT summary if needed, or DELETE.

- **550** Replace XXXX with issuing body or DELETE. This should include a statement of responsibility for any person or group not included elsewhere in the record.

- **650** EDIT – Replace XXXX with subject area.

❑ **710** EDIT -- Replace XXXX with the name of the school and location. End with a period or parenthesis.

  Example: Utopia Local Schools (Utopia, OH)

❑ **856** Replace "Curriculum Guide URL" with the web address of guide if appropriate or DELETE.
  Example: **|u**http://www.utopia.org/curriculum

❑ **989** Do not delete!

5. *Click* Save when done.

6. *Click* on the Call Number / Item Maintenance Wizard. Add item and call number information to complete the cataloging process. (*See Handbook, Cataloging, Call Number/Item Maintenance guide for detailed directions.*)

Completed Record:

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	u
Desc	a	Entrd	070210	Dat_Tp	s	Date1	2010
Date2		Ctry	ohu	Illus			Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx			Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	d		

	Label	Tag	Ind.	Contents
▼	Key	001		105-2125945
▼	Date/time stamp	005		20070215153220.0
▼	Title	245	00	Social Studies curriculum guide.
▼	Publication info	260		|c2010.
▼	Physical descrip	300		410 p. :|bill. ;|c25 cm.
▼	General Note	500		Prepared by the district curriculum director and members of the district social studies department.
▼	Summary	520		Includes content standards, benchmarks, and indicators. Reviewed on a five year rotation.
▼	Issuing body	550		Issued by School Improvement Committee.
▼	Subject term	650	0	Social Studies|xStudy and teaching.
▼	Added author	710	2	Utopia Local Schools (Utopia, OH)
▼	Internet site	856	2	|uhttp://www.utopia.org/curriculum
▼	INFOhio template	989		Local Publication