INFOhio
OHIO'S PreK-12 DIGITAL LIBRARY

School Yearbook Template Record

1. Use SmartPORT (TEMPLATE database) to *locate* the record. Do a Title Search for "LOCAL SCHOOL YEARBOOK TEMPLATE ".

2. *Export* 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
- **Dat_Tp**-- change to *d* if publication has ceased.
- **Date1**-- Beginning publication date, if not known, estimate. Replace the unknown digits with the letter 'u.' Ex: 19uu.
- **Date 2**-- If publication has ceased change to date of last publication.

Rec_Type	a	Bib_Lvl	s	TypeCtrl		Enc_Lvl	u
Desc	a	Entrd	061113	Dat_Tp	c	Date1	
Date2	9999	Ctry	ohu	Frequn	a	Regulr	r
ISDS		Ser_Type	m	Phys_Med		Repr	

	Label	Tag	Ind.	Contents
▾	Title	245	0	LOCAL SCHOOL YEARBOOK TEMPLATE
▾	Publication info	260		|cDATE
▾	Physical descrip	300		v. :|bill., port. ;|cXX cm.
▾	Current frequency	310		Annual
▾	Volume/date range	362		DATE
▾	General Note	500		Prepared by the student yearbook staff.
▾	Summary	520		Includes student and staff pictures; photos of teams, clubs, and events.
▾	Issuing body	550		Issued by XXXX.
▾	Subject term	650	0	School yearbooks
▾	Added author	710	2	XXXX
▾	Added author	710	2	XXXX
▾	INFOhio template	989		Local Publication

Bibliographic Info:

- **245** *Delete* "LOCAL SCHOOL YEARBOOK TEMPLATE."
  Enter Title of yearbook.
  2nd indicator contains number of non-filing characters for leading article in yearbook title.
    The = 4   An= 3   A = 2   If no initial article, leave the zero (0).
        Examples: **245** 04 The Amherstonian
                  245 00 Panorama

- *Use either 260 or 362 tag*

  260 |c Enter date of first publication if known or DELETE the tag. This should be the same as Date1 .
        Example: **|c**1932-   or if publication ceased **|c**1932-1990

  362 If 260 is deleted, enter date of earliest available volume. Delete tag if not needed.
        Example: **362** 1985-

- **300** Edit **|c** – Replace XX with height in centimeters. Example: **|c** 28 cm.

❑ **500** Edit if desired.

❑ **520** Edit if desired.

❑ **550** Replace XXXX with the name of the school.

❑ **710** Replace XXXX with the name of the school and location (if applicable).
❑ **710** Replace XXXX with the name of the school **district** and location.

❑ **989** DO NOT DELETE!

5. *Click* Save when done.

6. *Click* on the Vol/Copy tab or Add Volume 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	s	TypeCtrl		Enc_Lvl	u
Desc	a	Entrd	070212	Dat_Tp	c	Date1	1948
Date2	9999	Ctry	ohu	Frequn	a	Regulr	r
ISDS		Ser_Type	m	Phys_Med		Repr	

	Label	Tag	Ind.	Contents
	key	001		105-2116382
	Date/time stamp	005		20070207210724.0
	Title	245	04	The Unicorn.
	Publication info	260		|c1948 -
	Physical descrip	300		v. :|bill., port. ;|c27 cm.
	Current frequency	310		Annual
	General Note	500		Prepared by the student yearbook staff.
	Summary	520		Includes student and staff pictures; photos of teams, clubs, and events.
	Issuing body	550		Issued by Utopia Local Schools.
	Subject term	650	0	School yearbooks
	Added author	710	2	Fantasy High School (Utopia, OH)
	Added author	710	2	Utopia Local Schools (Utopia, OH)
	INFOhio template	989		Local Publication