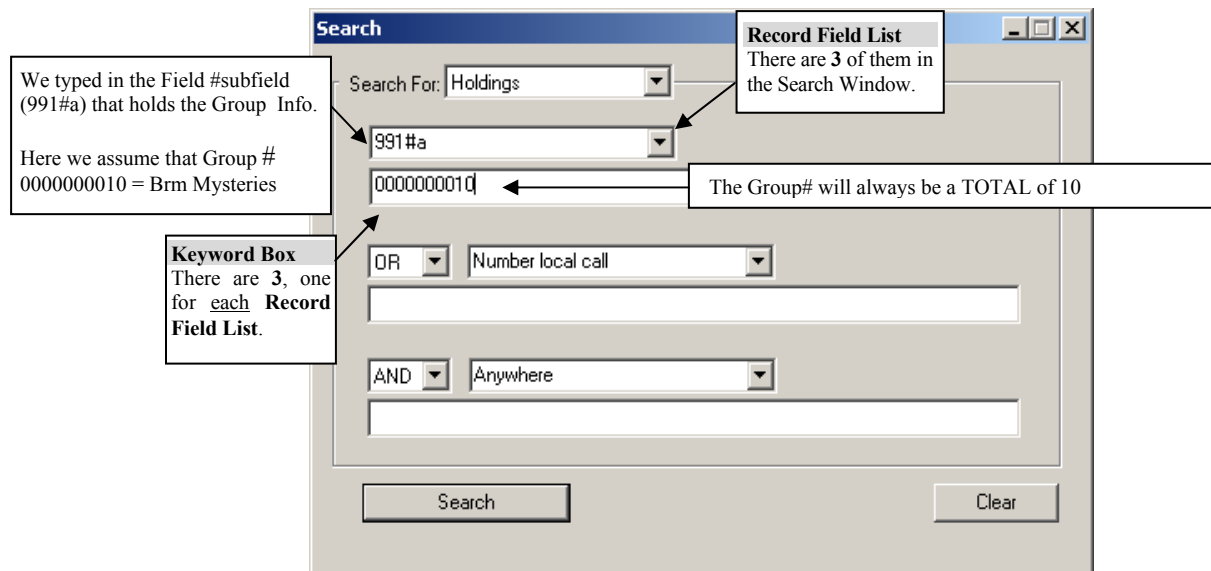# How to Update or Change Bibliographic Records with Subject/Genre or Other Information

FIRST:

1. Put the holdings you want to work with into a separate group(s) via **M3 Group Editor**

SECOND:

1. Open **M3 Cataloging**
2. Click **Edit** in the menu bar and select **Search**
3. **Search For:** pick the type of records you want – **Holdings**
4. **Record Field list**, highlight field name and type <u>over</u> it w/the MARC field tag – *See screenshot below*
   a) We highlighted the entry in the **1st Record Field List** box **"Anywhere"**
   b) Typed in *MARC field tag* - **991**
   c) Narrowed it to a **specific** *subfield*, by typing a **#** *(shift+3)* and the subfield code – **a**
5. In the corresponding **Keyword Box** underneath, type number of the group you want to locate, and click **Search**

We typed in the Field #subfield (991#a) that holds the Group Info.

Here we assume that Group # 0000000010 = Brm Mysteries

Record Field List There are **3** of them in the Search Window.

Search For: Holdings

991#a

0000000010 ← The Group# will always be a TOTAL of 10

Keyword Box There are **3**, one for <u>each</u> **Record Field List**.

OR — Number local call

AND — Anywhere

Search   Clear

6. **Right click** on your records and select **Select All**
7. Click **File** in the menu bar and select **Export**
8. Click **OK** to the "Standard Export" in the "Select Method of Export" window
9. Move to your Desktop and Name the file (ex. Mysterybibs) and click the **SAVE** button
10. You will get a window saying that your records have been successfully exported – click **OK**
11. Click **File** in the menu bar and select **Import → Bibliographic Records**
12. **Locate** and **highlight** the file you just saved to your desktop (Mysterybibs)
13. Click **OPEN**
14. At the "M3 Data Import – Step 1 of 3" check that your titles are correct and click **NEXT**
15. At the "M3 Data Import – Step 2 of 3" click **NEXT**
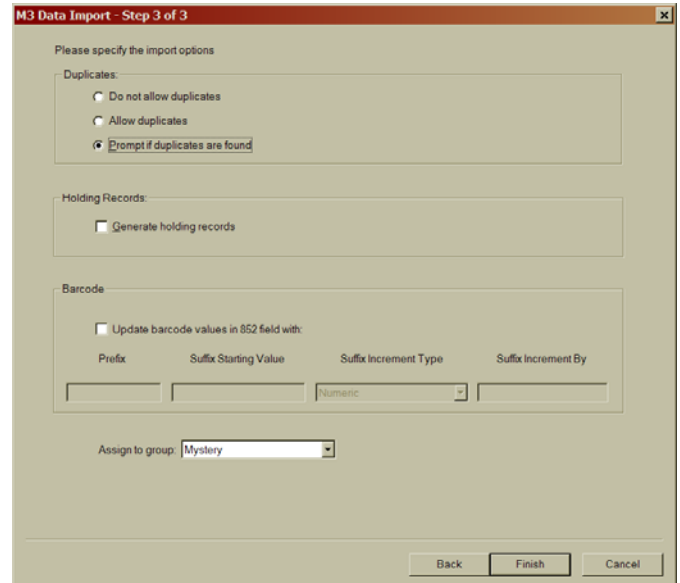
16. At the "M3 Data Import – Step 3 of 3"

   DO THE FOLLOWING:

   A. **CLICK** – "Prompt if duplicates are found"
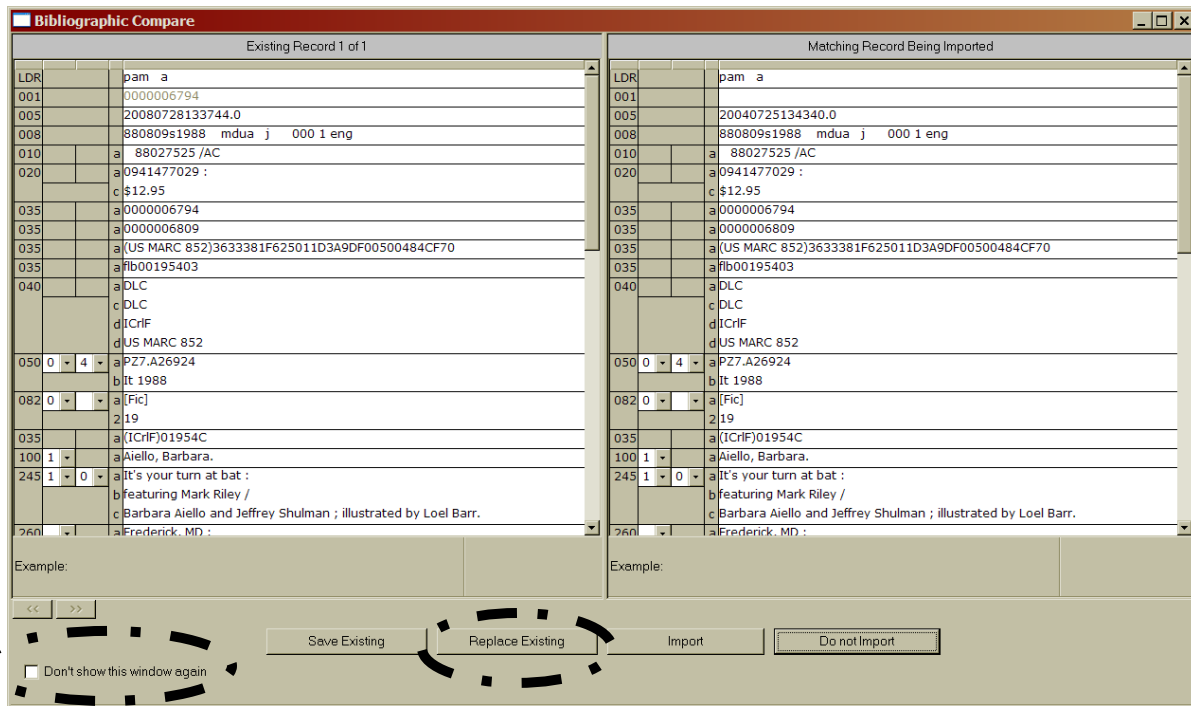
   B. **UNCHECK** – "Generate holding records"
      (important, we do NOT want duplicate barcodes!)

   C. **ASSIGN TO GROUP** – Pick the Subject Group that has the holdings these Bibs belong with

   D. Click **FINISH**

   ↓
   ↓
   ↓
   ↓

   The following window will appear. ↓

17. **CLICK** in the box next to *"Don't show this window again"* in the lower left hand corner

18. **CLICK** "**REPLACE EXISTING**" button – records will import

19. When asked if you want to look at the log file – click **YES**

20. Records imported will match the number of Bibliographic records in your file – **Close Log File**

**Now that you have all your Bibliographic records together, you can
Edit them Globally with Advanced Find & Replace**

Globally Edit with Advanced Find & Replace

INSERTING A NEW FIELD (650) AND SUBFIELD (A)

INITIAL STEPS

1. **Right click**, Select **Select All**
2. **Right click**, Select **Find**
3. Click **Advanced Box** (left hand corner)
4. Click the **ACTION BUTTON**
   Dropdown box appears with a list of various options.
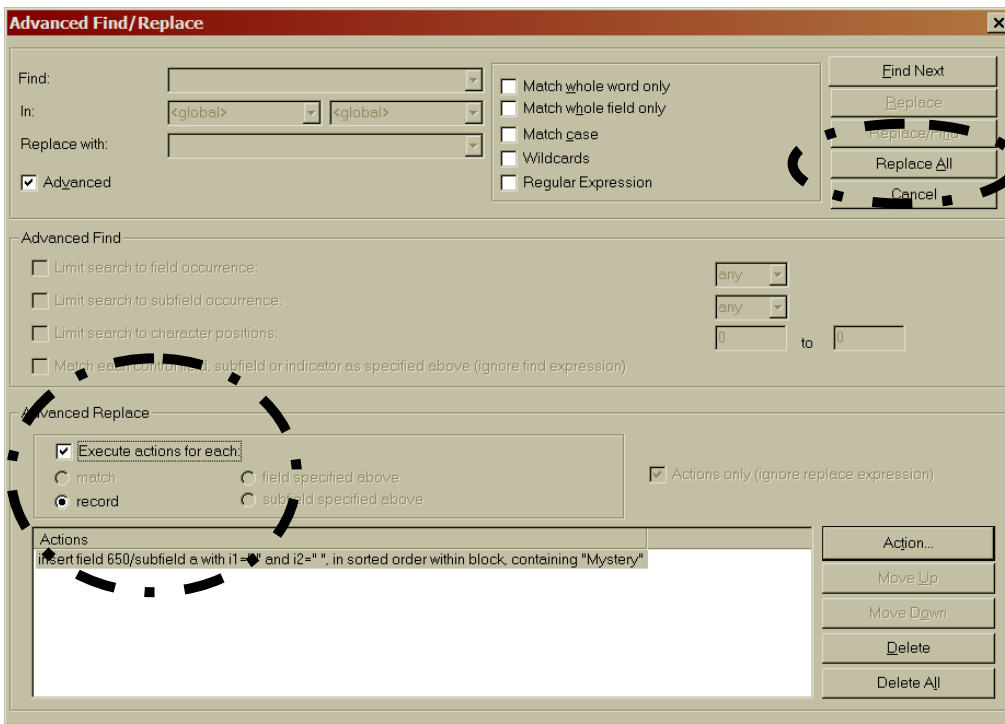
5. Select: **Insert new ▶** field/subfield…
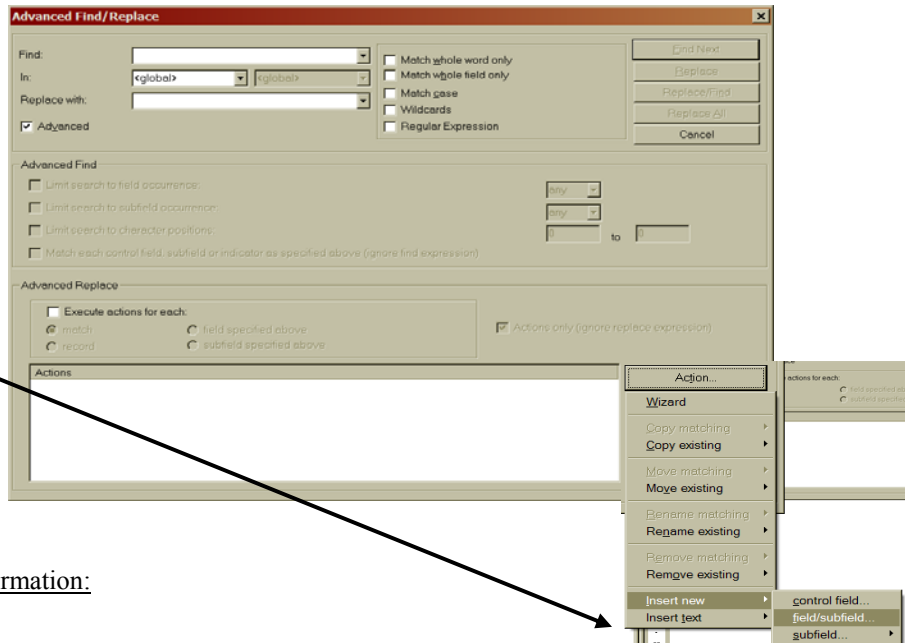
Follow with the Action Wizard, filling in the information:

Type: Field = 650

Subfield = a   Click NEXT

Leave at Default – Click NEXT

Leave Blank – Click **NEXT**

Type in your Subject/Genre or Other Info. – Click **NEXT**

6. Double check your statement in the **Actions** window
7. Click next to **"Execute actions for each:"**
8. Click **REPLACE ALL** button
9. When finished, it will tell you how many records it edited.
10. Click **OK** to go back to see your bib records.

Do any other global editing in these Bib records while you have them together.

From now on you can easily pull these bibs up by the Subject or other unique information you've entered into all of them via Cataloging or in the Web OPAC

# Globally Editing/Removing Subfields with Advanced Find & Replace

*** If you're not sure there is a (k) subfield in your Bibliographic Records, **do the "Removing Subfield" 1st**, this way if there's an empty subfield (k) it will strip it out and you can insert a new one with the correct text along with all the other records. ***

STEPS 1 - 4
1. In **M3 Cataloging** bring up the records you want to work with.
2. **Right click**, Select **Select All**
3. **Right click**, Select **Find**
4. Click **Advanced Box** (left hand corner)
5. Click the **ACTION BUTTON -** Dropdown box appears with a list of various options.

TO REMOVE SUBFIELD (k) FROM AN EXISTING (852) FIELD:
1. Repeat steps 1 – 4 above.
2. **Select: Remove existing ►** subfield…
    a. **Field = 852**
    b. **Subfield = k**   Click **NEXT**
3. Double check your statement in the **Actions** window
4. Click next to **"Execute actions for each:"**
5. Click **REPLACE ALL** button,
6. When finished, it will tell you how many records it edited. Click **OK** to go back to see your bib records.
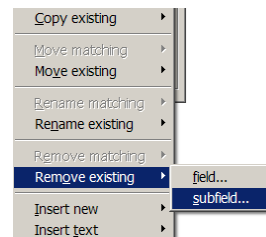
**TO <u>INSERT</u> SUBFIELD (k) INTO THE EXISTING (852) FIELD:**
1. Repeat steps 1 – 4 above.
2. **Select: Insert new ►** subfield **►** into an existing field…
   a. **Subfield = k**   Click **NEXT**
   b. **Field = 852**   Click **NEXT**
   c. Sorted Order **- Leave at Default** – Click **NEXT**
   d. Type in your Subject/Genre – Click **NEXT**
3. Double check your statement in the **Actions** window
4. Click next to **"Execute actions for each:"**
5. Click **REPLACE ALL** button,
6. When finished, it will tell you how many records it edited. Click **OK** to go back to see your bib records.
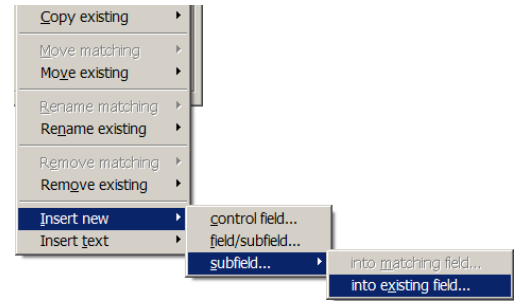
If subfield (k) is in the record but with no text…

TO INSERT TEXT INTO AN EXISTING SUBFIELD (k):
1. Repeat steps 1 – 4 above.
2. **Select: Insert Text:** into existing subfield or indicator
   e. **Field = 852**
   f. **Subfield = k**   Click **NEXT**
   g. **Type** in the text you want to appear
   h. Click **"insert text at position"** leave the **0**
   i. Click **NEXT**
3. Double check your statement in the **Actions** window
4. Click next to **"Execute actions for each:"**
5. Click **REPLACE ALL** button
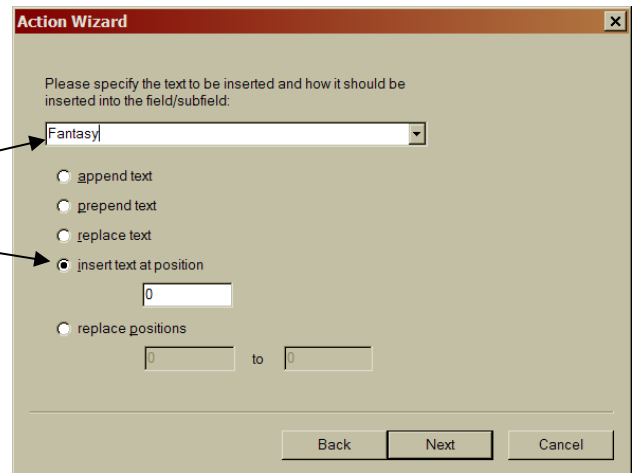
Note: If there was already text in **(k)** that you didn't want, **instead of "insert text…"** you'd **click "replace text"**.