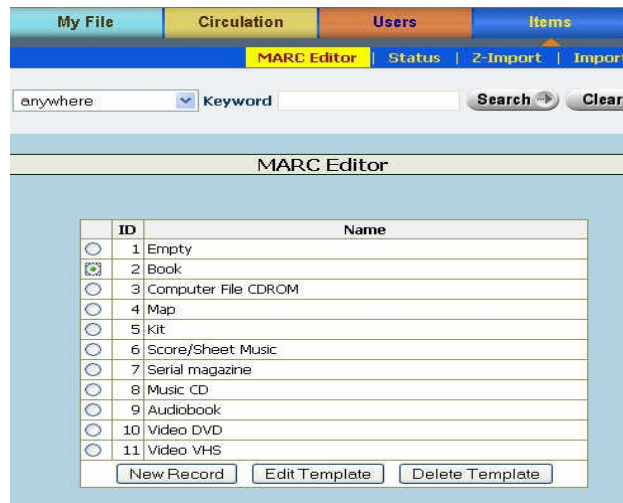


# OPALS Tutorial Cards –

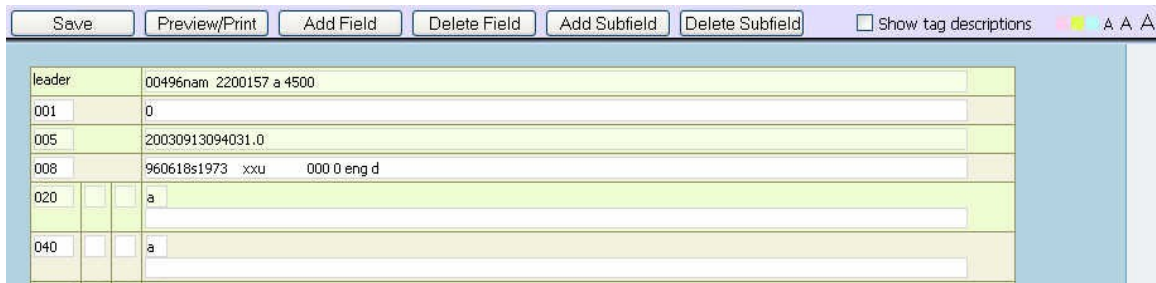
## Manual Entry - Book Template

[Login](#) (top right hand corner)-> enter username & password

1. Click in button next to template name “Book.”



2. Click “New Record.”



3. System displays a template and a command bar at the top of the screen...
4. Top right hand corner... click on box next to “Show tag description”

## 2. OPALS Tutorial Cards – Manual Entry - Book Template

Save		Preview/Print		Add Field		Delete Field		Add Subfield		Delete Subfield		<input checked="" type="checkbox"/> Show tag descriptions <span style="margin-left: 10px;">A A A</span>	
leader		00496nam 2200157 a 4500											
001	CONTROL NUMBER (NR)		0										
005	DATE AND TIME OF LATEST TRANSACTION (NR)		20030913094031.0										
008	FIXED-LENGTH DATA ELEMENTS--GENERAL INFORMATION (NR)		960618s1973 xxu 000 0 eng d										
020	INTERNATIONAL STANDARD BOOK NUMBER (R)	<input type="checkbox"/>	<input type="checkbox"/>	a	International Standard Book Number (NR)								
040	CATALOGING SOURCE (NR)	<input type="checkbox"/>	<input type="checkbox"/>	a	Original cataloging agency (NR)								
100	MAIN ENTRY--PERSONAL NAME (NR)	1	<input type="checkbox"/>	a	Personal name (NR)								
245	TITLE STATEMENT (NR)	1	0	a	Title (NR)								
				b	Remainder of title (NR)								
				c	Statement of responsibility, etc. (NR)								

5. Screen displays MARC tag descriptions
6. You can choose font size by clicking on one of 3 options
7. You can choose a preferred background color by clicking on one of three options displayed on the command bar

leader		00496nam 2200157 a 4500											
001	CONTROL NUMBER (NR)		0										
005	DATE AND TIME OF LATEST TRANSACTION (NR)		20030913094031.0										
008	FIXED-LENGTH DATA ELEMENTS--GENERAL INFORMATION (NR)		960618s1973 xxu 000 0 eng d										
020	INTERNATIONAL STANDARD BOOK NUMBER (R)	<input type="checkbox"/>	<input type="checkbox"/>	a	International Standard Book Number (NR)								
040	CATALOGING SOURCE (NR)	<input type="checkbox"/>	<input type="checkbox"/>	a	Original cataloging agency (NR)								
100	MAIN ENTRY--PERSONAL NAME (NR)	1	<input type="checkbox"/>	a	Personal name (NR)								
245	TITLE STATEMENT (NR)	1	0	a	Title (NR)								
				b	Remainder of title (NR)								
				c	Statement of responsibility, etc. (NR)								

### 3. OPALS Tutorial Cards – Manual Entry - Book Template

260			a	Place of publication, distribution, etc. (R)
PUBLICATION, DISTRIBUTION, ETC. (IMPRINT) (R)			b	Name of publisher, distributor, etc. (R)
			c	Date of publication, distribution, etc. (R)
300			a	Extent (Pages) (R)
PHYSICAL DESCRIPTION (R)			b	Other physical details (NR)
			c	Dimensions (R)
650			a	Topical term (NR)
SUBJECT ADDED ENTRY--TOPICAL TERM (R)				
700	1		a	Personal name (NR)
ADDED ENTRY--PERSONAL NAME (R)				

8. Enter relevant data in applicable MARC fields.
9. Be sure to enter correct ISBN number (without dashes) in 020 tag.

852	1		a	Location (NR)
LOCATION (R)				BDT
			b	Sublocation or collection (R)
				BNA
			3	Materials specified (Item type - Loan category) (NR)
				G
			k	Call number prefix (R)
			h	Classification part (Classification number) (NR)
			i	Item part (Author cutter) (R)
			m	Call number suffix (ex. V.1) (R)
			p	Piece designation (Barcode) (NR)
			9	Price (NR)

10. Configured systems will automatically insert **852a** (region) & **852b** (local) location codes
11. Enter each applicable 852 field including the barcode in **852p**
12. Click **Save**

#### 4. OPALS Tutorial Cards – Manual Entry - Book Template Multiple Copies

- When there is more than one copy, enter the information for the first holding.... click on the **852** tag in the left margin... then click on the “Add Field” button on the command bar

The screenshot shows the OPALS manual entry interface. On the left, the '852 LOCATION (R)' tag is selected. The main area displays a form with fields for: a Location (NR) BDT, b Sublocation or collection (NR) BNA, 3 Materials specified (Item) G, k Call number prefix (R), h Classification part (Classification number) (NR) FIC, i Item part (Author cutter) (R) COS, m Call number suffix (ex. v.1) (R), p Piece designation (Barcode) (NR) BNA023000, and 9 Price (NR). A blue JavaScript dialog box is overlaid on the form, titled '[JavaScript Application]'. It contains an information icon and the text 'Enter a number of duplicates of this holding (0/Cancel to add a new field):'. Below the text is an empty input field and two buttons: 'OK' and 'Cancel'.

- System will display message above
- Enter the number of additional copies (ex. 3)

The screenshot shows the OPALS manual entry interface. The '852 LOCATION (R)' tag is selected. The main area displays the same form as the previous screenshot. A blue JavaScript dialog box is overlaid on the form, titled '[JavaScript Application]'. It contains an information icon and the text 'Enter the first barcode:'. Below the text is an input field containing the value 'BNA23002' and two buttons: 'OK' and 'Cancel'.

- Enter the next barcode number when prompted & click “OK”
- System will add the designated number of copies and barcodes
- You can edit these holdings or re-enter duplicate barcodes that the system will highlight in red
- Click “**Save.**”

## OPALS Tutorial Cards

### Quick Reference – MARC Tags

<b>020</b>	International Standard Book Number ( <b>ISBN</b> )
<b>040a</b>	<b>cataloguing source</b> (ex. <b>DLC</b> )
<b>100</b>	<b>personal name main entry</b> (Author)
<b>245a</b>	<b>title information</b> (Title proper)
<b>245b</b>	<b>title information</b> (Sub title)
<b>245c</b>	<b>title information</b> (Statement of responsibility)
<b>260a</b>	<b>publication information</b> (Place of publication)
<b>260b</b>	<b>publication information</b> (Name of publisher)
<b>260c</b>	<b>publication information</b> (Date of publication)
<b>300a</b>	<b>physical description</b> (Number of pages)
<b>300b</b>	<b>physical description</b> Other physical details (illustration information)
<b>300c</b>	<b>physical description</b> (Dimensions (cm.))
<b>650a</b>	<b>topical subject heading</b> (Most subject headings fit here.)
<b>700a</b>	<b>personal name added entry</b> (joint author, editor, or illustrator)
<b>852a</b>	<b>library consortium code</b>
<b>852b</b>	<b>building level code</b>
<b>8523</b>	<b>loan category code</b>
<b>852k</b>	<b>Dewey prefix</b>
<b>852h</b>	<b>Dewey classification number</b>
<b>852i</b>	<b>author cutter</b>
<b>852m</b>	<b>volume information</b>
<b>852p</b>	<b>barcode number</b>
<b>8529</b>	<b>price</b>

## OPALS Tutorial Cards

### Add an 852 Holding to an Existing Record:

[Login](#) (top right hand corner)-> enter username & password

1. Search for title using OPAC.

anywhere Keyword hary potter Search Clear

Homer Brink Library SCOOLES Union (NYS) C.E.R.F. NOVEL-Databases Quest-All

Title(s) selected for bibliography: 0 Library records 1-12 of 12... Click on other tabs above to search other sources.  
View Clear

Check All Clear All Status legend: Item count: Out Hold/Reserve In

Call Number	Title	Author	Date	Status
<input type="checkbox"/> PbFic Row	<a href="#">Harry Potter and the Chamber of Secrets</a>	Rowling, J. K.	2000, c1999.	4: 0 0/0 <a href="#">a</a>

2. Click on title that needs another copy added.

Title(s) selected for bibliography: 0 View Clear

Back to Results Page < Previous Next >

Add to bibliography Reserve MARC Edit Delete

**Title** Harry Potter and the Chamber of Secrets

**Author** Rowling, J. K.

**Summaries**

- When the Chamber of Secrets is opened again at the Hogwart School for Witchcraft and Wizardry, second-year student Harry Potter finds himself in danger from a dark power that has once more been released on the school.

**Subject**

- [Magic -- Fiction](#)
- [Schools -- Fiction](#)
- [Wizards -- Fiction](#)
- [England -- Fiction](#)

**Material Type**

Status: 4: 0 0 0 4

Call Number	Bar Code	Due
PbFic Row	39942003159033	Lost
PbFic Row	39942003158977	Lost
PbFic Row	39942003157110	
PbFic Row	39942003157177	
PbFic Row	39942003157235	

3. Click "Edit."

MARC Editor ?

Save Print Add Field Delete Field Add Subfield Delete Subfield

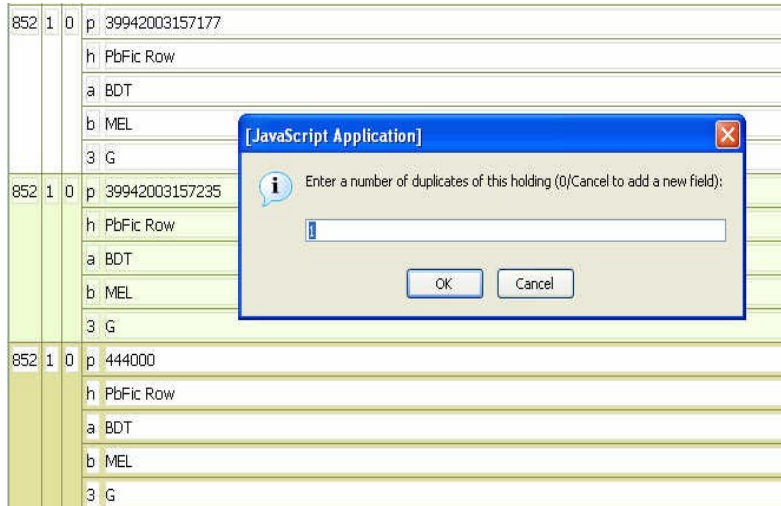
leader	01175nam a22002772 4500
001	2087
005	20060127114335.0
008	000802t20001999nyua j 000 1 eng d
010	a 98-46370
020	a 0439064872 (pbk.)
050	4 a PZ 7.R7968
	b Har 2000c
100	1 a Rowling, J. K.
245	1 0 a Harry Potter and the Chamber of Secrets
	c by J.K. Rowling.

4. Using the side scrollbar, scroll all the way down to the bottom of the record.

5. Click in the last 852 tag in the record.

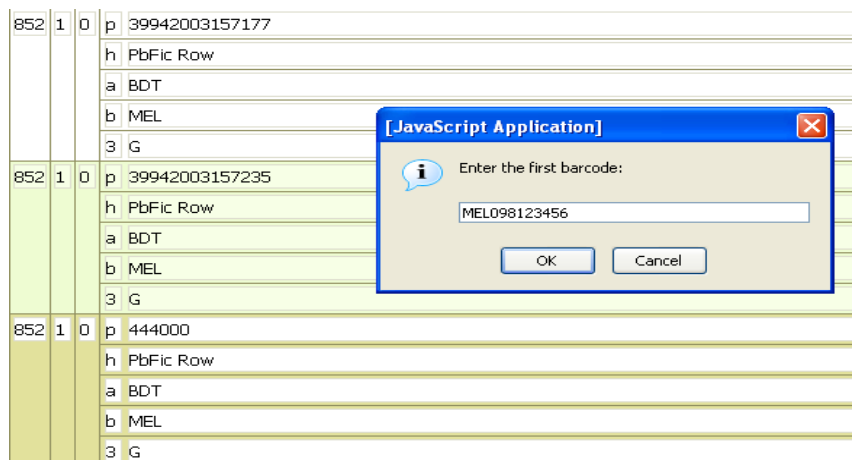
852	1	0	p 444000
			h PbFic Row
			a BDT
			b MEL
			3 G

6. Click **“Add Field.”**



7. Enter number of duplicates of this holding:

1. Leave at 1 for one holding, click OK
2. Type 2 for two holdings, click OK
3. Type 3 for three holdings, click OK
4. And so on.



8. Enter first barcode. If you have more than one holding, it is vitally important that the barcode numbers are sequential. If there is more than one holding, it will add them in sequential order

9. Click **“Save.”**

### **Delete a holding:**

1. To delete an 852 holding, search for title using OPAC.
2. Click on correct title. Print record for your files OR to send to School Library System and specify which holding to delete.
3. Click Edit. Click in the 852 you want to delete.
4. Click Delete Field. Click Save.

### **Delete a Record:**

1. To delete a record, search for title using OPAC.
2. Click on correct title.
3. Print record for your files OR to send to School Library System.
4. Click deletes. Are you sure?
5. Click OK. The title and every holding connected to it are deleted.

### **Support Contact Information & Links**

#### **Opals Website:**

[www.opals-na.org](http://www.opals-na.org)

- Online Manual
- Newsletters
- FAQ
- System Slide Shows
- Brochures

#### **Technical Support:**

Richard Grenier [rgrenier@bibliofiche.com](mailto:rgrenier@bibliofiche.com)

Dan Weeks [dan@bibliofiche.com](mailto:dan@bibliofiche.com)

Telephone: **877-331-1022**

#### **Open Source Information**

Harry Chan [harry@bibliofiche.com](mailto:harry@bibliofiche.com)

## 1. OPALS Tutorial Cards

### Z-Import

**To Find and Download MARC Records (Z-Import):**  
**[Login](#)** (top right hand corner)-> **enter username & password**

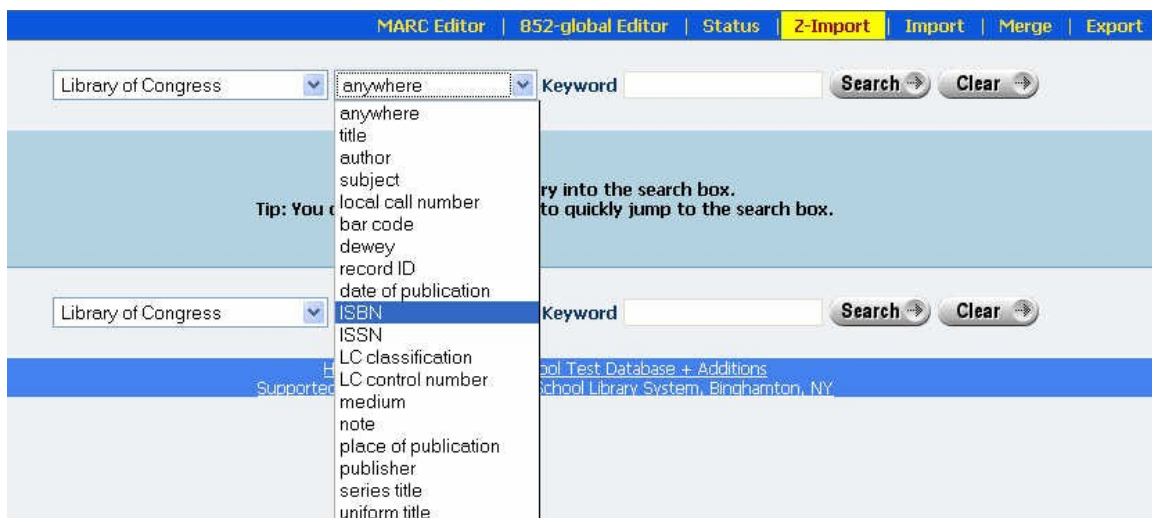
1. Make sure that the title is not already in your database by searching for it in the OPAC.
2. If it is, use the "[add another 852 holding to an existing record](#)" found above.
3. If the record is not in your database, Select Items>Z-Import from the main menu.



4. Choose the MARC database you wish to search from the pick list:



5. Choose search field, the ISBN field is most reliable.



6. Type information in the keyword(s) box. Click Search.
7. Click on appropriate title.

MARC Editor | 852-global Editor | Status | **Z-Import** | Import | Merge | Export

Library of Congress | ISBN | Keyword 9780838903249 | Search | Clear

Records 1-1 of 1  
 First « Previous 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 Next » Last

Title	Author	Number of Pages	Publisher	Pub. Date
<a href="#">New on the job :</a>	Toor, Ruth,	p. cm.	American Library Association,	2007.

Records 1-1 of 1

8. Edit MARC record, if necessary.

Save | Print | Add Field | Delete Field | Add Subfield | Delete Subfield

		z	22
100	1	a	Toor, Ruth
		d	1933-
245	1 0	a	New on the job
		b	a school library media specialist's guide to success
		c	Ruth Toor, Hilda K. Weisburg.
260		a	Chicago
		b	American Library Association
		c	2007.
263		a	0611
300		a	p. cm.
504		a	Includes bibliographical references and index.
505	0	a	Your philosophy -- Getting the job -- Finding your way -- Getting yourself organized -- Reaching your students -- Reaching you
650	0	a	School librarians
		z	United States
		v	Handbooks, manuals, etc.

9. Be sure 852 is complete. You will want to check the call number and make sure that a barcode is in subfield p.

Save | Add Field | Delete Field | Add Subfield | Delete Subfield

		v	Handbooks, manuals, etc.
650	0	a	School libraries
		z	United States
		v	Handbooks, manuals, etc.
650	0	a	Instructional materials centers
		z	United States
		v	Handbooks, manuals, etc.
650	0	a	Library science
		x	Vocational guidance
		z	United States.
700	1	a	Weisburg, Hilda K.
		d	1942-
856	4 1	3	Table of contents only
		u	http://www.loc.gov/catdir/toc/ecip0616/2006021124.html
852		a	BDT
		b	BNA
		3	G
		k	
		h	027.8
		i	
		m	
		p	
		9	

10. Click "Save."