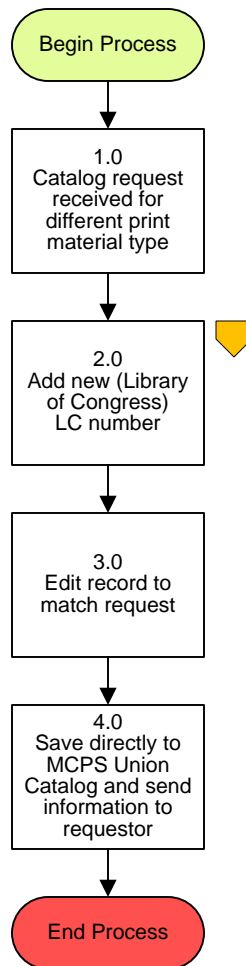


Media Processing – Create MARC Record for Different Print Material Type Process



To Details

Media Processing – Create a MARC Record for Different Print Material Type Process

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: Catalog request received for different print material type

(Hardback, Paper, or Pre-Bind)

Step 2.0: Add new (Library of Congress) LC number

Enter the information needed for the new item (009 line on MARC record).

Step 3.0: Edit record to match request

Make the record information match the request (copyright, vendor, price, etc.).

Step 4.0: Save directly to MCPS Union Catalog and send information to requestor

Once information has been saved, send information to requestor and the process ends.



[Return to Key Process](#)