INFOhio
OHIO'S PreK-12 DIGITAL LIBRARY

Local School Newspaper Template

1. Use SmartPORT (TEMPLATE database) to *locate* the record. Do a Title Search for "LOCAL SCHOOL NEWSPAPER 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
- **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	070207	Dat_Tp	c	Date1	
Date2	9999	Ctry	ohu	Frequn	|	Regulr	|
ISDS		Ser_Type	p	Phys_Med	|	Repr	

	Label	Tag	Ind.	Contents
	Date/time stamp	005		20070207214426.0
	Title	245	00	LOCAL SCHOOL NEWSPAPER TEMPLATE
	Publication info	260		|cDATE
	Physical descrip	300		v. :|bill.;|ccXX cm.
	Current frequency	310		FREQUENCY
	Volume/date range	362	1	DATE
	General Note	500		Prepared by the student newspaper staff.
	Summary	520		Includes editorials, articles and photographs regarding student events, activities, and interests.
	Issuing body	550		Issued by XXXX.
	Subject term	650	0	Student newspapers and periodicals
	Added author	710	2	XXXX
	Added author	710	2	XXXX
	Internet site	856	1	|uNEWSPAPER URL
	INFOhio template	989		Local Publication

Bibliographic Info:

- **245** *Delete* "LOCAL SCHOOL NEWSPAPER TEMPLATE."
  Enter Title of publication.
  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** 27 cm.

❑ **310** Enter frequency or DELETE.

❑ **500** Edit if desired.

❑ **520** Edit if desired.

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

❑ **650** Edit if desired.

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

❑ **856** Replace NEWSPAPER URL with the web address of the publication or DELETE.

❑ **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	070209	Dat_Tp	c	Date1	1982
Date2	9999	Ctry	ohu	Frequn	l	Regulr	l
ISDS		Ser_Type	l	Phys_Med		Repr	

	Label	Tag	Ind.	Contents
▾	key	001		105-2123946
▾	Date/time stamp	005		20070207213210.0
▾	Local system #	035		UC105-2123940
▾	Title	245	00	Thoughts and reflections.
▾	Publication info	260		|c1982 -
▾	Physical descrip	300		v. : |bill. ; |c27 cm.
▾	Current frequency	310		Annual
▾	General Note	500		Prepared by the student literary magazine staff.
▾	Summary	520		Includes student produced poetry, short stories, essays and art work.
▾	Issuing body	550		Issued by Fantasy High School.
▾	Subject term	650	0	Student newspapers and periodicals
▾	Added author	710	2	Fantasy High School (Utopia, OH)
▾	Added author	710	2	Utopia Local Schools (Utopia, OH)
▾	INFOhio template	989		Local Publication