Adding a Fisheries Division Report to FishCat

Open the pdf of the report by going to the following link and clicking the desired pdf [\\HCS084ISLNNIST.som.ad.state.mi.us\DNR\_Isilon\_Prod\PubPDFs\DNRFishLibrary](file:///%5C%5CHCS084ISLNNIST.som.ad.state.mi.us%5CDNR_Isilon_Prod%5CPubPDFs%5CDNRFishLibrary)

Open FishCat in another window

Sign in using the username admin and the password boca raton Or

Click the drop-down arrow in the Catalog box

 Click on Add Record

The Record Editor page will open

Click Book in the record type box in the upper left corner

Click Use Advance Editor in the top menu

Copy and paste or type the following information into the appropriate MARC field

|  |  |  |
| --- | --- | --- |
| Field | Subfield | Data/Information |
| 100 | a | First Author Personal Name (Full Name) |
| 245 | a | Title |
| 264 | a | Publisher Location |
| 264 | b | Name of Publisher (Michigan Department of Natural Resources) |
| 264 | c | Date of Publication (Full Year) |
| 300 | a | Number of Pages (entered as # Pages) |
| 500 | a | Report Number (Fisheries Technical Report 2007-3) |
| 650 | a | Subject Headings for Topics enter MI FISHERIES ????? REPORT (example: MI FISHERIES SPECIAL REPORT) |
| 651 | a | Subject Headings for Geographical Locations |
| 655 | a | Subject Headings for Genre or Form |
| 700 | a | Additional authors Personal Name (insert as many 700 a fields as necessary to list all authors-use Full Name) |
| 852 | p | Barcode |
| 856 | u | Insert the URL to the PDF |
| 856 | y | Link Text (enter Click Here to View PDF) |

Double check all fields are complete and correct.

Click Save

The new record will open automatically once you hit save in the record editor.

Click the title to open the detailed record.

Proofread the data you entered.

Make sure the holding record appears above the record and has the correct barcode.

Make sure the record states 1 of 1 available in the top right.

Click the URL to ensure the link works and goes to the correct report.

Click Edit in the bottom menu of the record.

Copy the control number found in MARC field 001

Click Save

Open the master excel file at the following link [\\HCS084ISLNNIST.som.ad.state.mi.us\DNR\_Isilon\_Prod\PubPDFs\DNRFishLibrary](file:///%5C%5CHCS084ISLNNIST.som.ad.state.mi.us%5CDNR_Isilon_Prod%5CPubPDFs%5CDNRFishLibrary)

Insert a line after the last entry for the report type (if entering a fisheries report, add a line after the last fisheries report in the database or if entering a research report, add a line after the last research report in the database)

Paste the control number in column A labeled “001”

Insert the data for the remaining columns (only the first author is included). Note: SH wants this maintained in case we need to import this data ever again.