Creating a New Bib Record Based on an existing Bib record

Follow these steps if you wish to create a new original record using an existing Minerva bib record as a guide:

1. Open record to be copied.
2. Go to Edit, click "copy record". This will "release" the record being copied and will not create a duplicate when the following editing is performed.
3. Edit the fixed fields: change location, cat date, mat type, input, initials, country.
4. Right click Marc leader, expand, make appropriate changes.
5. Remove 001-006 fields.
6. Add or edit 007 and 008. These are required fields.
7. Remove all fields above the main entry that are not applicable, and add new ISBN and other mfg numbers.
8. Edit 264, 300, and the rest of the record.
9. Insert a 929 field with your five letter code (your library's three letter code, plus your two initials).

Care should be taken to avoid carrying over edition-specific information when deriving a new record from a record for a similar work. The following fields, if present in the original record, should not be carried over:

001, 003, 005, 010, 020, 022, 024, 028.

The accuracy of all other fields for the edition in hand should be verified before carrying them over.

Approved MCSC July 2002
Revision September 30, 2022

Updated December 2024 MCSC