

NEW MD EDITOR SERIES: WORKING WITH BIB RECORDS SESSION 1

SUNY Library Shared Services
Maggie McGee



New MD Editor

- New MD Editor Libguide – contains the new features and rollout schedule:
<https://slcny.libguides.com/c.php?g=986218&p=7604348>
- New MD Editor workflows are incorporated within existing Resource Management Training Libguides:
 - Working with Bib Records:
<https://slcny.libguides.com/c.php?g=986218&p=7132449>
 - Working with Holdings Records:
<https://slcny.libguides.com/c.php?g=986218&p=7249275>
 - Working with item Records:
<https://slcny.libguides.com/c.php?g=986218&p=7249628>
- Workflows are being updated as new functionality is released
- New MD Editor available in production with the September 6, 2020 release

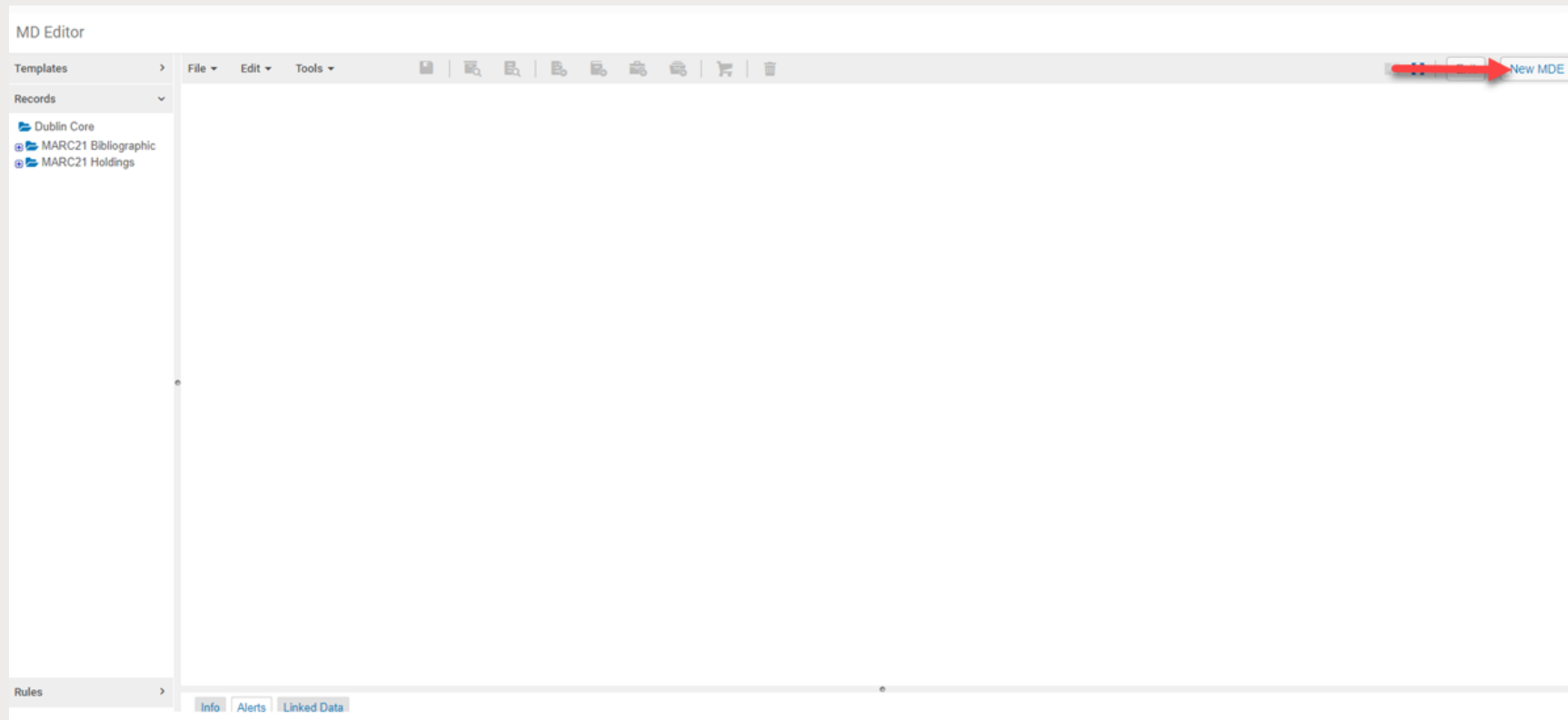
New MD Editor

- Rollout schedule changes:

Function	Original Rollout Date	New Rollout Date
Set Management Tags	September 2020	November 2020
Templates	November 2020	January 2021
Rules	December 2020	March 2021
All Functionality Available	December 2020	March 2021
SUNY Go-Live	January 2021	April 2021
Exclusive Use	March 2021	June 2021

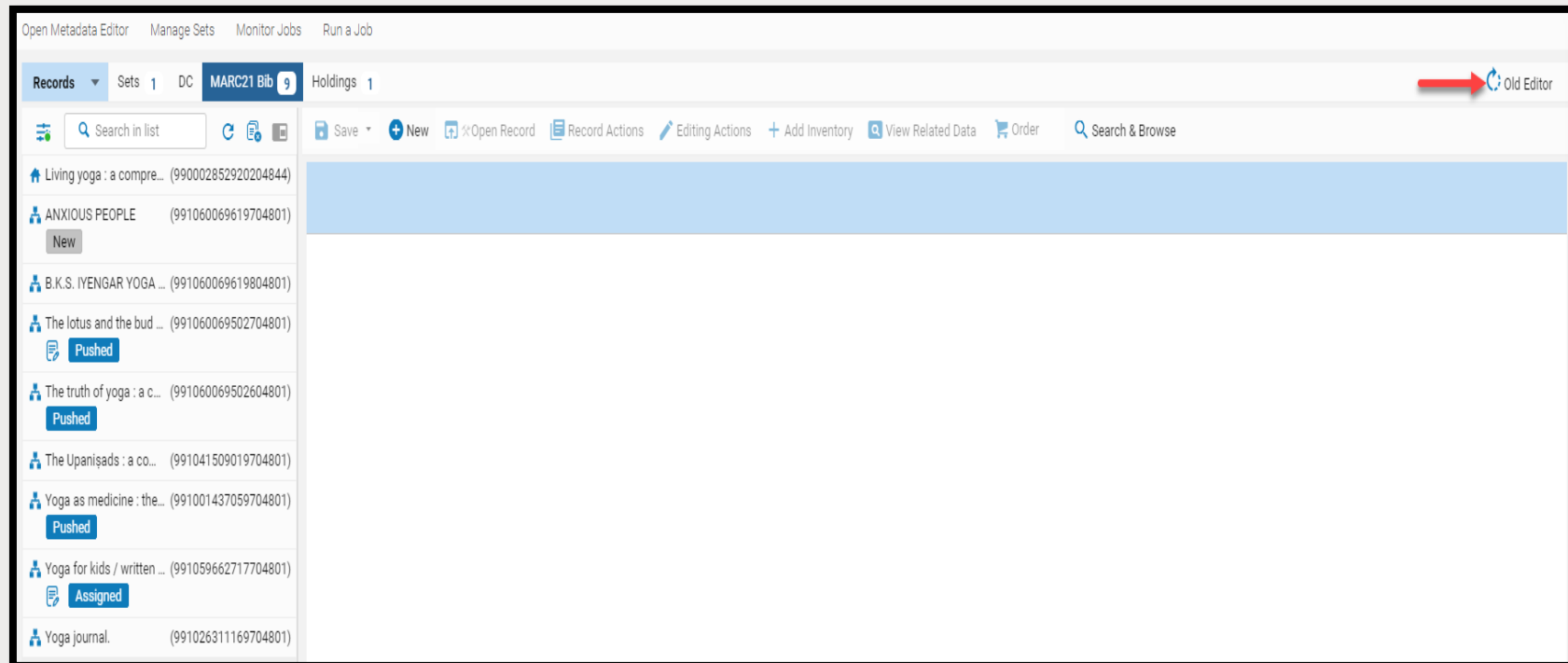
Switch to New MDE

1. Open the MD Editor
2. Click the **New MDE** button
3. Click “**Yes**” when the confirmation message pops-up stating; “You are about to change the MD Editor to New view. Any unsaved changes will be lost”



Switch to Old MDE

1. Open the MD Editor
2. Click the *Old Editor* button
3. Click “**Confirm**” when the confirmation message pops-up stating; “You are about to change the MD Editor to Old view. Any unsaved changes will be lost”



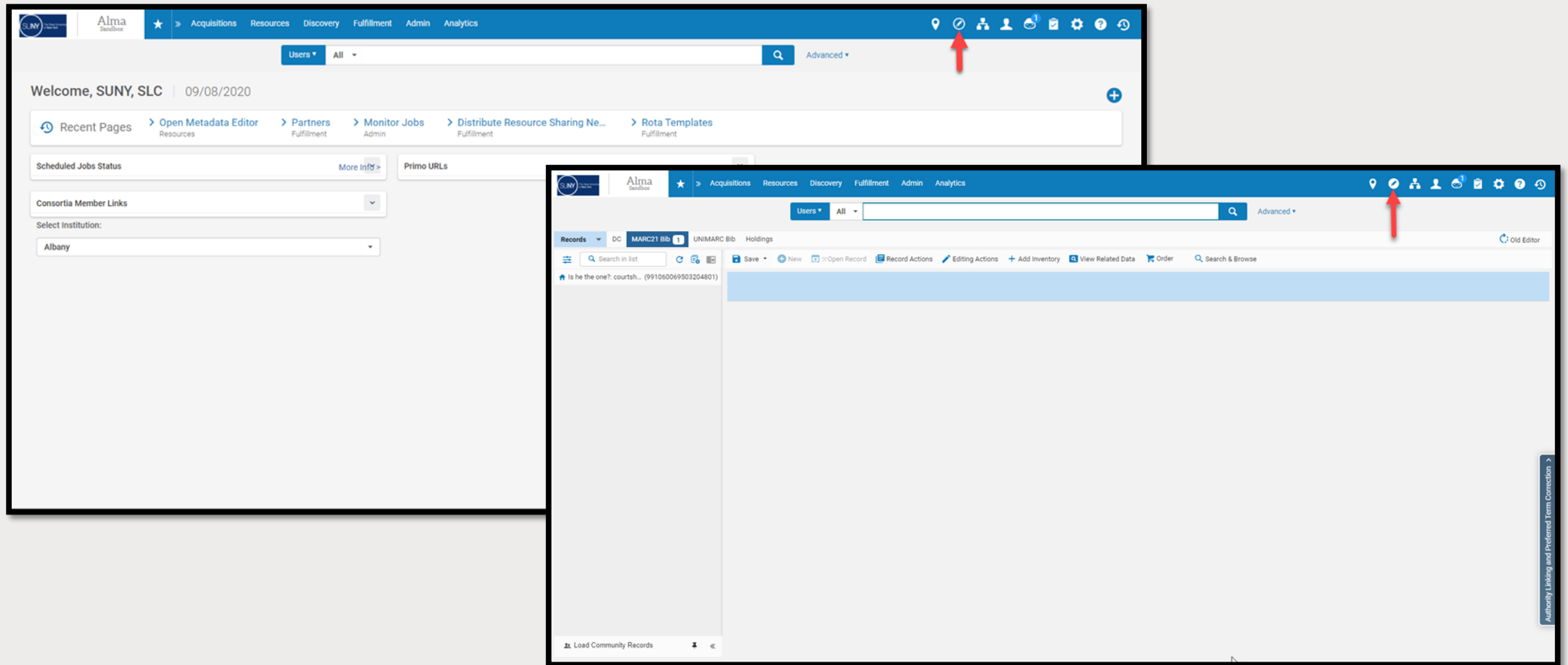
Always On

- The New MD Editor needs to be enabled before the “Always on” feature is enabled
- The "Always on" feature means the New MD Editor is always on and running in the background
- The “Always on” feature makes it easier to navigate to and from the New MD Editor
- The "Always on" functionality of the New MD Editor allows:
 - The MD Editor to be opened no matter where you are in Alma
 - The MD Editor to run in the background when the user is not in the MD Editor, much like any open desktop application
 - Users to navigate to and from the Metadata Editor using icons without using the Main Menu
 - Records that are open in the MD editor to remain open so users can leave the MD Editor and return easily to the record they were working on in the MD Editor

Always On – Old Layout

To use the New MD Editor's “Always on” feature:

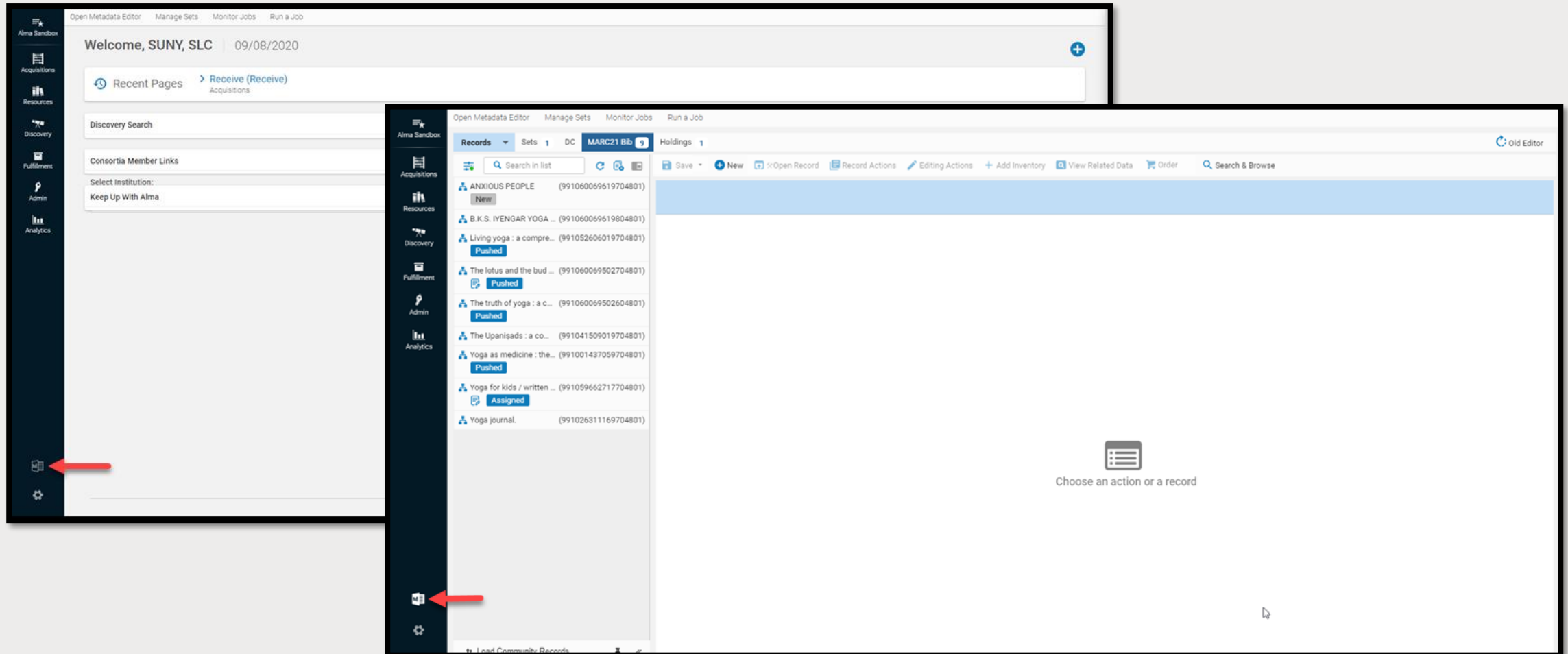
1. Click on the MD Editor icon to navigate to and from the MD Editor



Always On – New Layout

To use the New MD Editor's “Always on” feature:

1. Click on the MD Editor icon to navigate to and from the MD Editor



Push to MDE

- "Push to MDE" is a new feature in the New MD Editor that allows the user to push bib and holdings records to the MD Editor. "Push to MDE" streamlines workflows:
 - When records are pushed to the MD Editor using this feature, the records will be waiting for the user upon opening the New MD Editor
 - "Push to MDE" eliminates the need for users to open bib or holding record in the MD Editor in order to go back to the MD Editor to work on them at a later time
- Records that are Pushed to the MD Editor are not locked
- Records will not be Pushed to the MD Editor if:
 - A record is locked by another user
 - A record is assigned to another user
 - A user does not have the appropriate cataloging level
 - **NOTE:** SUNY does not use cataloging levels

Push to MDE

To Push a single record to MDE:

1. Perform a repository search
2. Click "*Push to MDE*" from the ellipses or button

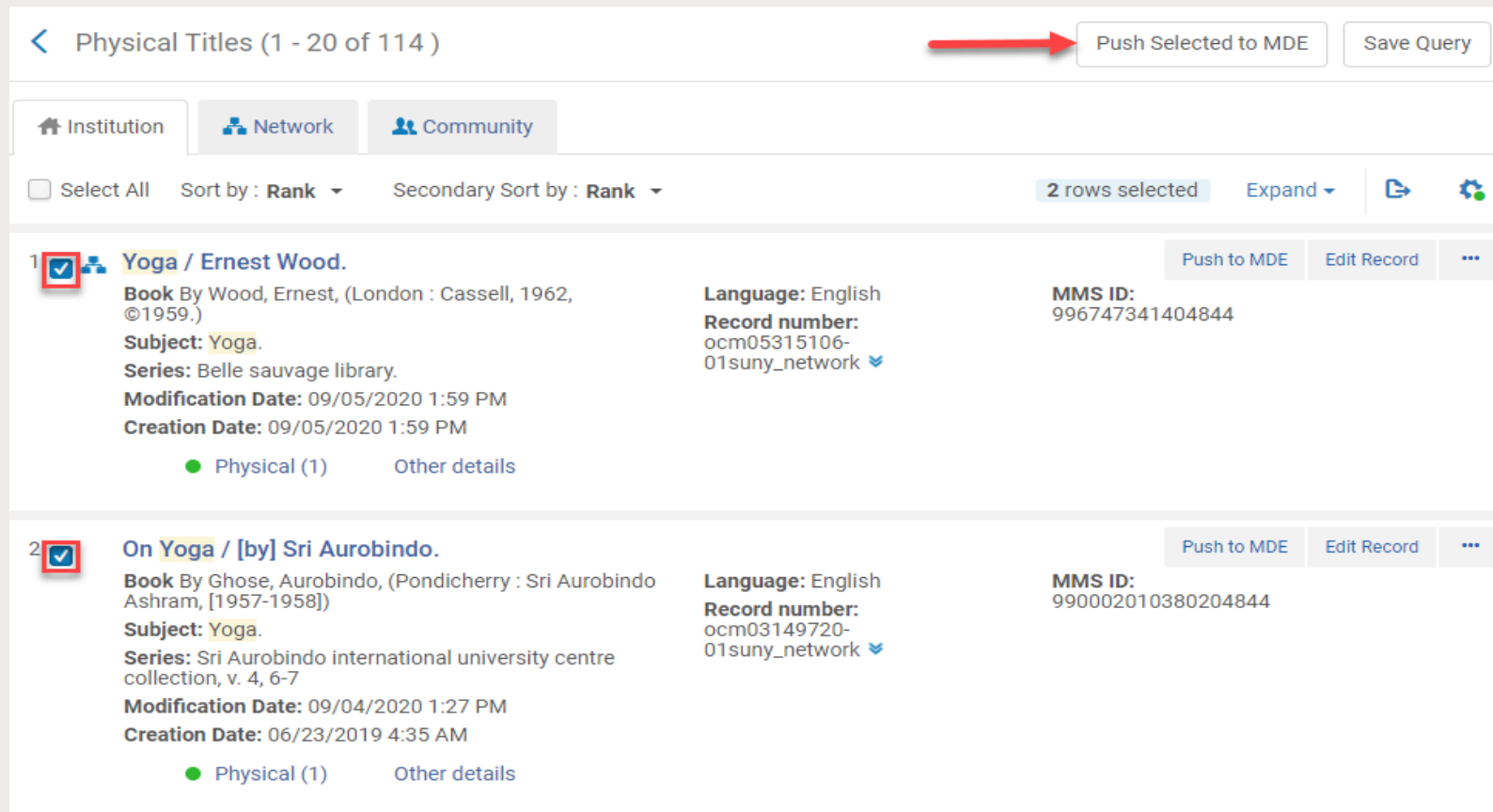
The screenshot displays a library catalog interface with two records. The first record, 'Yoga / Ernest Wood.', is highlighted with a red box around its ellipsis button, which has a dropdown menu open showing 'Push to MDE' highlighted by a red arrow. The second record, 'On Yoga / [by] Sri Aurobindo.', has a 'Push to MDE' button highlighted by a red arrow. The interface includes tabs for 'Institution', 'Network', and 'Community', and a search bar at the top. The records are listed with details such as 'Book By', 'Subject', 'Series', 'Modification Date', 'Creation Date', 'Language', 'Record number', and 'MMS ID'.

Record	Title	Book By	Subject	Series	Modification Date	Creation Date	Language	Record number	MMS ID
1	Yoga / Ernest Wood.	By Wood, Ernest, (London : Cassell, 1962, ©1959.)	Yoga.	Belle sauvage library.	09/05/2020 1:59 PM	09/05/2020 1:59 PM	English	ocm05315106-01sunny_network	996747341404844
2	On Yoga / [by] Sri Aurobindo.	By Ghose, Aurobindo, (Pondicherry : Sri Aurobindo Ashram, [1957-1958])	Yoga.	Sri Aurobindo international university centre collection, v. 4, 6-7	09/05/2020 1:59 PM	09/05/2020 1:59 PM	English	ocm03149720-01sunny_network	990002010380204

Push to MDE

To Push multiple records to MDE:

1. Perform a repository search
2. Click on the box next to the title or titles to be pushed to the MD Editor
3. Click "***Push Selected to MDE***"



The screenshot shows a web interface for a library search. At the top, there's a header "Physical Titles (1 - 20 of 114)". To the right of the header, there are two buttons: "Push Selected to MDE" and "Save Query". A red arrow points to the "Push Selected to MDE" button. Below the header, there are three tabs: "Institution", "Network", and "Community". Below the tabs, there are filters: "Select All", "Sort by: Rank", and "Secondary Sort by: Rank". To the right of the filters, it says "2 rows selected" and "Expand". Below the filters, there are two records. Each record has a checkbox, a title, and a "Push to MDE" button. The first record is "Yoga / Ernest Wood." and the second record is "On Yoga / [by] Sri Aurobindo.".

Physical Titles (1 - 20 of 114) **Push Selected to MDE** Save Query

Institution Network Community

Select All Sort by: Rank Secondary Sort by: Rank 2 rows selected Expand

1 ☒ **Yoga / Ernest Wood.** **Push to MDE** Edit Record ...

Book By Wood, Ernest, (London : Cassell, 1962, ©1959.)
Subject: Yoga.
Series: Belle sauvage library.
Modification Date: 09/05/2020 1:59 PM
Creation Date: 09/05/2020 1:59 PM

Language: English
Record number: ocm05315106-01suny_network

MMS ID: 996747341404844

Physical (1) Other details

2 ☒ **On Yoga / [by] Sri Aurobindo.** **Push to MDE** Edit Record ...

Book By Ghose, Aurobindo, (Pondicherry : Sri Aurobindo Ashram, [1957-1958])
Subject: Yoga.
Series: Sri Aurobindo international university centre collection, v. 4, 6-7
Modification Date: 09/04/2020 1:27 PM
Creation Date: 06/23/2019 4:35 AM

Language: English
Record number: ocm03149720-01suny_network

MMS ID: 990002010380204844

Physical (1) Other details

View Record Information

Record information can be found from:

1. The Records List by hovering over the title
2. The Header of the Title in the editing pane of the MD Editor

Record information includes:

- Zone
- Title
- Author
- MMS ID
- Creation Date
- Modification Date
- Modified By
- Icons

The screenshot displays the MARC21 Bib interface. On the left, a list of records is shown with columns for icons, titles, and MMS IDs. The record 'Living yoga : a comprehensive guide for daily life / edited by Georg Feuerstein and Stephan Bodian with the staff of Yoga journal. (991052606019704801)' is highlighted. On the right, a detailed view of this record is shown, including the title, author, creation date (05/26/2019 15:44:16 EDT), and various MARC fields (035, 036, 040, 049, 050, 082, 245) with their corresponding values and indicators.

Records Sets 1 DC MARC21 Bib 9 Holdings 1

Search in list

Save New Open Record Record Actions Editing Actions Add Inventory View Related Data Order Search

ANXIOUS PEOPLE (991060069619704801) New

B.K.S. IYENGAR YOGA ... (991060069619804801)

Living yoga : a compr... (991052606019704801) Pushed

The lotus and the bud ... (991060069502704801) Pushed

The truth of yoga : a c... (991060069502604801) Pushed

The Upaniṣads : a co... (991041509019704801)

Yoga as medicine : the... (991001437059704801) Pushed

Yoga for kids / written ... (991059662717704801) Assigned

Yoga journal. (991026311169704801)

Living yoga : a comprehensive guide for daily life / edited by Georg Feuerstein and Stephan Bodian with the staff of Yoga journal. (991052606019704801) Pushed MARC21 Bib

LDR 05391cam#a2200421#a#4500

Living yoga : a comprehensive guide for daily life / edited by Georg Feuerstein and Stephan Bodian with the staff of Yoga journal. (991052606019704801)

Creation date: 05/26/2019 15:44:16 EDT
Modification date: -
Modified by: -

alk. paper)
\$sq alk. paper)

035 \$Sa ocm27073608-01suny_network
035 \$Sa (OCoLC)27073608 \$Sz (OCoLC)731459072
040 \$Sa DLC \$Sb eng \$Sc DLC \$Sd IOP \$Sd VPL \$Sd BAKER \$Sd BTCTA \$Sd YDXCP \$Sd MWD \$Sd BDx \$Sd OCLCO \$Sd TXBXL \$Sd OCLCQ \$Sd OCLCO \$Sd ALSCO \$Sd OCLCO \$Sd Y6 \$Sd OCLCO
049 \$Sa OLIS
050 0 0 \$Sa B132.Y6 \$Sb L56 1993
082 0 0 \$Sa 181/.45 \$S2 20
245 0 0 \$Sa Living yoga : \$Sb a comprehensive guide for daily life / \$Sc edited by Georg Feuerstein and Stephan Bodian with the staff of Yoga journal.

Placement Options

- In SUNY, the placement of bib records, templates, and rules can be configured to be created in the IZ (Local) or the NZ (Network)
- It is very important to make sure the "Placement options" are configured to the correct Zone prior to creating a brief bib record, template, or rules
 - Brief bib records created in the MD Editor for ordering should be configured to Network (NZ)
 - Brief bib records created for equipment should be configured to Local (IZ)
 - Templates and Rules that use NZ records should be configured to Network (NZ)
 - Templates and Rules use on IZ only records should be configured to Local (IZ)

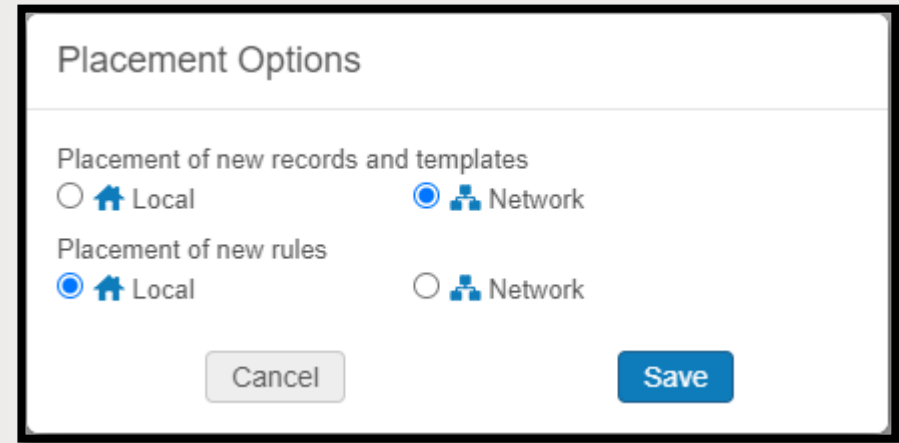
Placement Options

To view "Placement options" to ensure bib records, templates, or rules are configure to the correct zone:

1. Open the Metadata editor
2. Click ***New>Placement Options***

To Change the "Placement options:"

1. Open the Metadata editor
2. Click ***New>Placement Options***
3. The "Placement Options" screen opens
4. Click on the radio button next to the zone (Local or Network) for the "Placement of new records and templates" OR
5. Click on the radio button next to the zone (Local or Network) for the "Placement of new rules"
6. Click **Save**
7. Begin creating the brief bib record, template, or rule

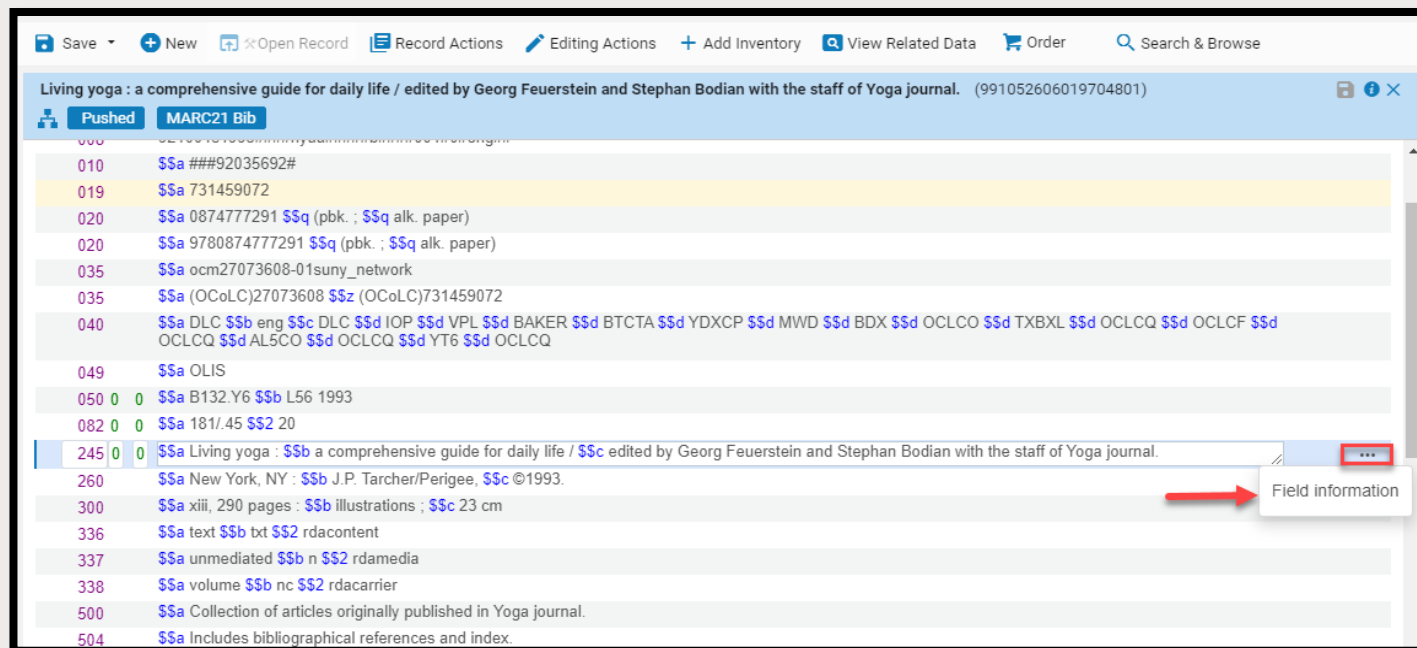


The screenshot shows a dialog box titled "Placement Options". It contains two sections. The first section, "Placement of new records and templates", has two radio buttons: "Local" (with a house icon) and "Network" (with a network icon). The "Network" option is selected. The second section, "Placement of new rules", also has two radio buttons: "Local" (with a house icon) and "Network" (with a network icon). The "Local" option is selected. At the bottom of the dialog box, there are two buttons: "Cancel" and "Save".

Field Information

Field information provides catalogers the ability to view the LOC MARC field information from the MD Editor. To view field information:

1. Open a record in the MD Editor
2. Click into a MARC field
3. Click the ellipses
4. Click Field information



Field Information

- The LOC MARC bibliographic field information screen will open on the right-side of the split screen editor
 - Click the “X” in the header of the field information to close it and return to using the full screen of the editing pane
- Local fields will have the ability to view Field information, but they are not LOC MARC fields and will not have field content to display

Holdings 1

Save New Open Record Record Actions Editing Actions Add Inventory View Related Data Order Search & Browse

Living yoga : a comprehensive guide for daily life / edited by Georg Feuerstein an... (990002852920204844) X

MARC21 Bib

LDR 05491cam#a2200445#a#4500

001 990002852920204844

005 20200909112338.0

008 921001s1993###nyua#####b###001#0#eng##

010 \$\$a ###92035692#

019 \$\$a 731459072

020 \$\$a 0874777291 \$\$q (pbk. ; \$\$q alk. paper)

020 \$\$a 9780874777291 \$\$q (pbk. ; \$\$q alk. paper)

035 \$\$a ocm27073608-01sunny_network

035 \$\$a (OCoLC)27073608 \$\$z (OCoLC)731459072

040 \$\$a DLC \$\$b eng \$\$c DLC \$\$d IOP \$\$d VPL \$\$d BAKER \$\$d BTCTA \$\$d YDXCP \$\$d MWD \$\$d BDx \$\$d OCLCO \$\$d TXBXL \$\$d OCLCQ \$\$d OCLCF \$\$d OCLCQ \$\$d AL5CO \$\$d OCLCQ \$\$d YT6 \$\$d OCLCQ

049 \$\$a OLIS

050 0 0 \$\$a B132.Y6 \$\$b L56 1993

082 0 0 \$\$a 181/.45 \$\$2 20

245 0 0 \$\$a Living yoga : \$\$b a comprehensive guide for daily life / \$\$c edited by Georg Feuerstein and Stephan Bodian with the staff of Yoga Journal.

260 \$\$a New York, NY : \$\$b J.P. Tarcher/Perigee, \$\$c ©1993.

300 \$\$a xiii, 290 pages : \$\$b illustrations ; \$\$c 23 cm

336 \$\$a text \$\$b txt \$\$2 rdacontent

Field Information

Library of Congress >> MARC >> Bibliographic >> 20X-24X >> 245

245 - Title Statement (NR)

MARC 21 Bibliographic - Full October 2008

First Indicator	Second Indicator
Title added entry	Nonfiling characters
0 - No added entry	0 - No nonfiling characters
1 - Added entry	1-9 - Number of nonfiling characters

Subfield Codes

\$a - Title (NR)	\$k - Form (R)
\$b - Remainder of title (NR)	\$n - Number of part/section of a work (R)
\$c - Statement of responsibility, etc. (NR)	\$p - Name of part/section of a work (R)
\$f - Inclusive dates (NR)	\$s - Version (NR)
\$g - Bulk dates (NR)	\$6 - Linkage (NR)
\$h - Medium (NR)	\$8 - Field link and sequence number (R)

FIELD DEFINITION AND SCOPE

Title and statement of responsibility area of the bibliographic description of a work

Form Editor

- The Form editor opens a form view of MARC fields LDR, 001-009, and complex fields such as the holdings 852 field

To open the form editor:

1. Open a record in the MD Editor
2. Click into a MARC field
3. Click ***Editing Actions>Open Form Editor*** (Ctrl+F)

To close the form editor:

- Hit the Esc key OR
- Click into another MARC field

ds

Sets 1

DC

MARC21 Bib 9

Holdings 1

Old Editor

Save

New

Open Record

Record Actions

Editing Actions

Add Inventory

View Related Data

Order

Search & Browse

Living yoga : a comprehensive guide for daily life / edited by Georg Feuerstein and Stephan Bodian with the staff of Yoga journal. (991052606019704801)

Pushed

MARC21 Bib

LDR	Logical record length (0-4)	05391	Record status(5)	c - Corrected or revised	Type of record(6)	a - Language material
	Bibliographic level(7)	m - Monograph/item	Type of control(8)	# - No specific type	Character coding scheme(9)	a - UCS/Unicode
	Indicator count(10)	2	Subfield code count(11)	2	Base address of data (12-16)	00421
	Encoding level(17)	# - Full level	Descriptive cataloging form(18)	a - AACR 2	Multipart resource record level(19)	# - Not specified or not applicable
	Length of the length-of-field portion(20)	4 - Number of characters in th	Length of the starting-character-position portion (21)	5 - Number of characters in the star	Length of the implementation-defined portion (22)	0 - Number of characters in the im
	Undefined Entry map character position(23)	0 - Undefined				

Add Local Extension

- Local Extensions are known as local notes
- Local notes are the only MARC fields that should be added/edited in the MD Editor
 - MSP-2 states that cataloging should take place in OCLC Connexion, except local notes
- Bibliographic Record Network Zone and Local Fields Policy map what MARC fields be used for SUNY local notes
- Local notes are indicated by a house icon next to the field in the MD editor and record view

To add local extensions:

1. Open the bib record in the MD Editor
2. Click into any field or the field above where the local note will go
3. Click ***Editing Actions>Add Local Extension*** (Ctrl+L)
4. Type in the local MARC field (a house icon will appear)
5. Type in the local note
6. Click ***Save>Save and Release Record***

Add Local Extension

Holdings 1

Old Editor

Save

New

Open Record

Record Actions

Editing Actions

Add Inventory

View Related Data

Order

Search & Browse

Living yoga : a comprehensive guide for daily life / edited by Georg Feuerstein and Stephan Bodian with the staff of Yoga journal. (991052606019704801)

Pushed

MARC21 Bib

Power and Limits of Meditation / Ken Wilber. Tips for Meditation. 8. Expanding Awareness.

505 0 **\$\$a** Walking on the Razor's Edge. Beyond Ego / Bryan Wittine. Common Ground Between Psychotherapy and Spirituality / Frances Vaughan. Kundalini Awakening: Breakdown or Breakthrough? / Stuart Sovatsky. What Makes Spiritual Teachers Go Astray? / Diana Leafe Christian. Early-Warning Signs for the Detection of Spiritual Blight / Daniel Goleman. Guideposts on the Path / Stephan Bodian -- pt. 3. Cultivating Love: Bhakti Yoga. 9. The Journey of the Heart. The Radiant Force of Love. Dancing on the Razor's Edge: The Yoga of Relationship / John Welwood. Building the "Sacred Vessel" of Relationship / Karen Turner. Unconditional Love / Ken Keyes, Jr. Sacred Sexuality / Georg Feuerstein. Tantric Celibacy and the Mystery of Eros / Stuart Sovatsky -- pt. 4. The Path of Work: Karma Yoga. 10. A Labor of Love. Action, Inaction, and the Transcendence of Action. If You Do What You Love, Will the Money Follow? / Patrick Miller. Taking Money Seriously / Jacob Needleman.

505 0 **\$\$a** Life as Service: An Interview with Ram Dass / Stephan Bodian. Karma Yoga and Inner Peace / Peace Pilgrim. Work and the Cosmic Bank Account / Omraam Mikhael Aivanhov. 11. Healing the Earth. The Practice of Eco-Yoga / Georg Feuerstein. Deep Ecology / Tanya Kucak. Prayer for the Great Family / Gary Snyder. Think Like a Mountain / John Seed. Guardians of Gaia / Joanna Macy -- pt. 5. Ritual and Beyond: Tantra Yoga. 12. The Creative Spirit. Yoga as Sacred Art. Remembering the Deeper Meaning of Celebration / Carolyn R. Shaffer. Ritual in Daily Life / Renee Beck. The Creative Spirit / Anne Cushman -- pt. 6. The Path of Wisdom: Jnana Yoga. 13. Insight Is Liberating. From the Unreal to the Real. Be Who You Are: An Interview with Jean Klein / Stephan Bodian. Who Am I? / Ramana Maharshi. The Timeless Wisdom of Nonduality: Sayings / Nisargadatta Maharaj and Robert Powell. The Spontaneous Life of Enlightenment / Paul Brunton.

597

\$\$a Maggie McGee; **\$\$c** Gift, **\$\$d** 2020.

...

650 0 **\$\$a** Yoga.

650 7 **\$\$a** Yoga. **\$\$2** fast **\$\$0** (OCoLC)fst01182871

700 1 **\$\$a** Feuerstein, Georg.

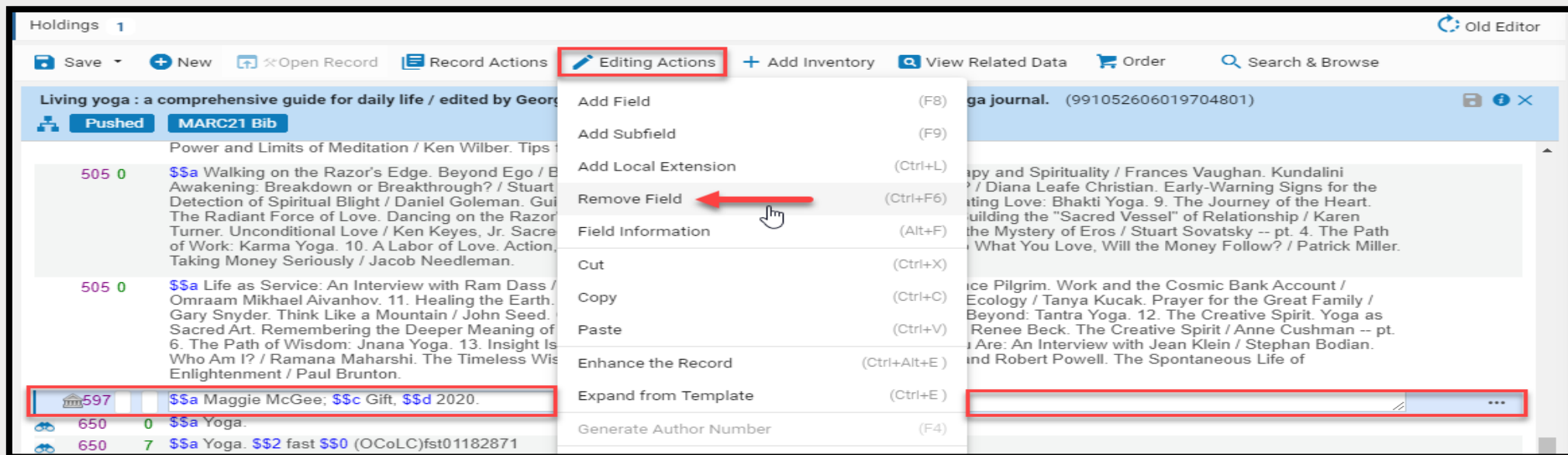
700 1 **\$\$a** Bodian, Stephan

Remove Field

- According to MSP-2, all cataloging should take place in OCLC Connexion, except local notes
- Only local notes should be removed in the MD Editor

To Remove local fields in the MD Editor:

1. Open the bib record in the MD Editor
2. Click into the local note being removed
3. Click **Editing Actions>Remove Field** (Ctrl+F6)



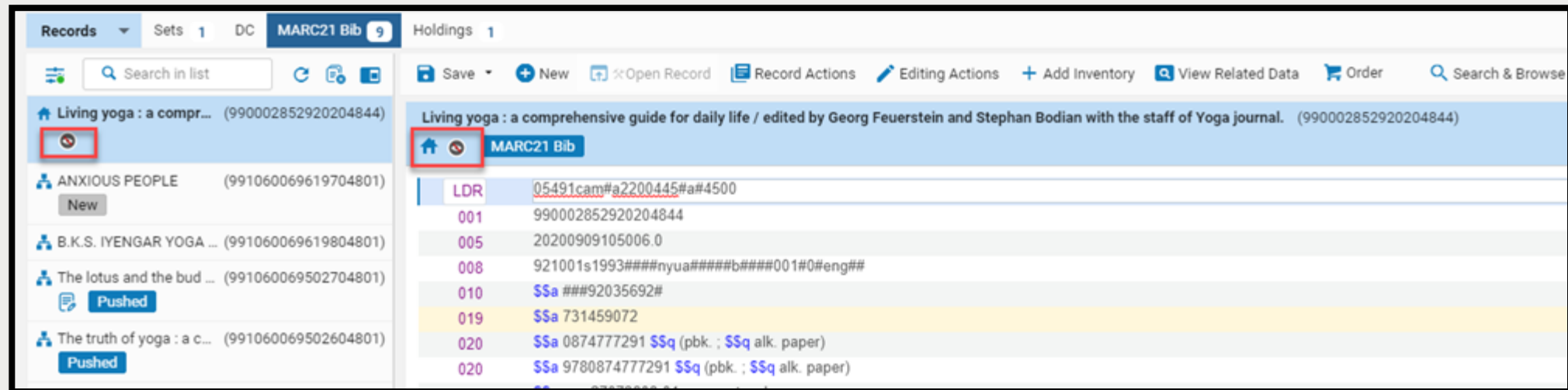
Suppress Record

- Suppressing a record prevents the record from displaying in PrimoVE, i.e., the record is no longer discoverable for our end users
- Records that can be suppressed from discovery are:
 - On Order records
 - Can be suppressed at the physical location
 - Office copies
 - Container records for Standing Orders
 - Databases
 - Records without inventory
 - Can be suppressed in *Configuration>Resources>General>Other Settings* and `suppressBibWithSuppressedHol` is set to "true"

Suppress Record

To Suppress a bib record from discovery in the MD Editor:

1. Open the bib record in the MD Editor
2. Click **Record Actions>Suppress from Discovery**
 - When a record is not suppressed it will only have the option to “Suppress from Discovery”
 - IZ only records will display the suppress icon in MD Editor, NZ record will not



Unsuppress Record

- Unsuppressing a record allows the end user to discover the title in PrimoVE

To unsuppress a record from discovery in the MD Editor:

1. Open the bib record in the MD Editor
2. Click **Record Actions>Unsuppress from Discovery**
 - When a record is suppressed it will only have the option to “Unsuppress from Discovery”
 - IZ records will no longer have the suppress icon

The screenshot displays the MD Editor interface. On the left, a list of records is shown, with the first record, 'Living yoga : a compr...', highlighted in blue and its title enclosed in a red box. Below it, other records like 'ANXIOUS PEOPLE' and 'B.K.S. IYENGAR YOGA ...' are listed. The main panel on the right shows the details of the selected record, 'Living yoga : a comprehensive guide for daily life / edited by Georg Feuerstein and Stephan Bodian with the staff of Yoga journal.', also with its title in a red box. Below the title, the 'MARC21 Bib' tab is selected and highlighted in blue. The record details include fields like LDR, 001, 005, 008, 010, 019, and 020, with the 008 field containing the record ID '990002852920204844'.

Release Record vs. Save and Release Record

- Bib records that are opened in the MD Editor need to be released once the cataloger is done viewing and/or editing the records
 - Bib records opened in the MD Editor will be locked until they are released manually by the user or after the hour on inactivity in the MD Editor
- Releasing bib record allows other catalogers in SUNY to open NZ linked bib records in the MD Editor and other catalogers at the SUNY library to open the IZ only bib records in the MD Editor
- Every time a record is saved in the MD Editor a new version is created, therefor:
 - **"Release Record"** should be used when no changes have been made to the bib or holding record
 - **"Save and Release Record"** should be used when:
 - Local notes are added or remove from a bib record
 - Holdings records have been modified

Release Record

To “Release” a bib record from the MD Editor:

1. Click **Record Actions>Release Record** (Alt+Shift+R)
2. Click "Yes" when the confirmation message appears

The screenshot displays the MD Editor interface. At the top, a toolbar includes buttons for 'Save', 'New', 'Open Record', 'Record Actions', 'Editing Actions', 'Add Inventory', 'View Related Data', 'Order', and 'Search & Browse'. The 'Record Actions' button is highlighted with a red box. A dropdown menu is open, showing options: 'Release Record' (with a red arrow pointing to it and the shortcut '(Alt+Shift+R)'), 'Reload Original Record', 'Duplicate Record', 'Derive New Record', and 'Merge & Combine'. Below the toolbar, a table of holdings is visible, with the first row highlighted. The table has columns for LDR, 001, 005, and 008. The first row contains the following data: LDR: 05491cam#a2200445#a#45, 001: 990002852920204844, 005: 20200909105006.0, 008: 921001s1993####nyua####. A confirmation dialog box is open in the bottom right corner, titled 'Confirmation required'. It asks 'Are you sure you want to release this record?' and has two buttons: 'Yes' (with a red arrow pointing to it) and 'No'.

Holdings 1

Save New Open Record Record Actions Editing Actions Add Inventory View Related Data Order Search & Browse

Living yoga : a comprehensive guide for daily living. (990002852920204844)

MARC21 Bib

LDR	001	005	008
05491cam#a2200445#a#45	990002852920204844	20200909105006.0	921001s1993####nyua####

Confirmation required

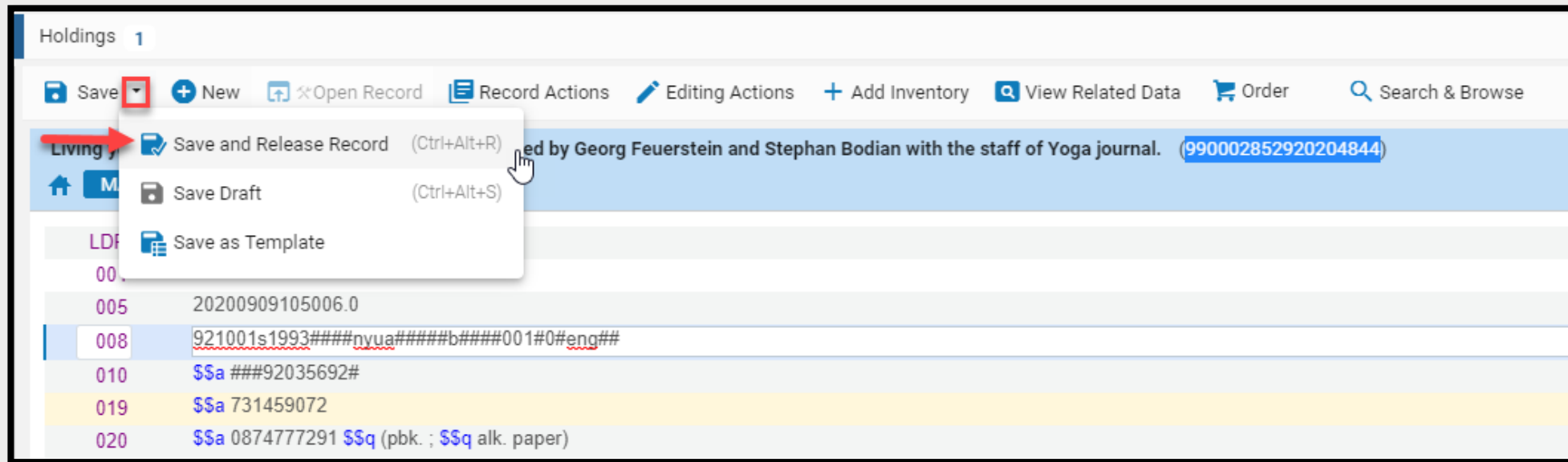
Are you sure you want to release this record?

Yes No

Save and Release Record

To “Save and Release” a bib record from the MD Editor:

1. Click **Save (down arrow)>Save and Release Record** (Ctrl+Alt+R)



Click X to Close a Record in the MD Editor

- Closing a record using the "X" in the upper right-hand corner of the record will close the record from displaying in the editing pane of the MD Editor, but it does not release the record from the MD Editor
- The record will remain in the records list until it is released
- The record will remain locked until it has been released or after 1 hour of inactivity
- If you are finished working with a bib or holdings record it is better to:
 - "Save and Release the Record" if changes have been made record or
 - "Release Record" if no changes have been made to the record

To Close a record that is open in the Main Pane of the MD Editor that the user plans to return to at a later time:

1. Click the "X" in the upper right-hand corner of the Header of the bib record that is opened in the editing pane of the MD Editor

Click X to Close a Record in the MD Editor

The image displays two screenshots of the MD Editor interface, illustrating the process of closing a record.

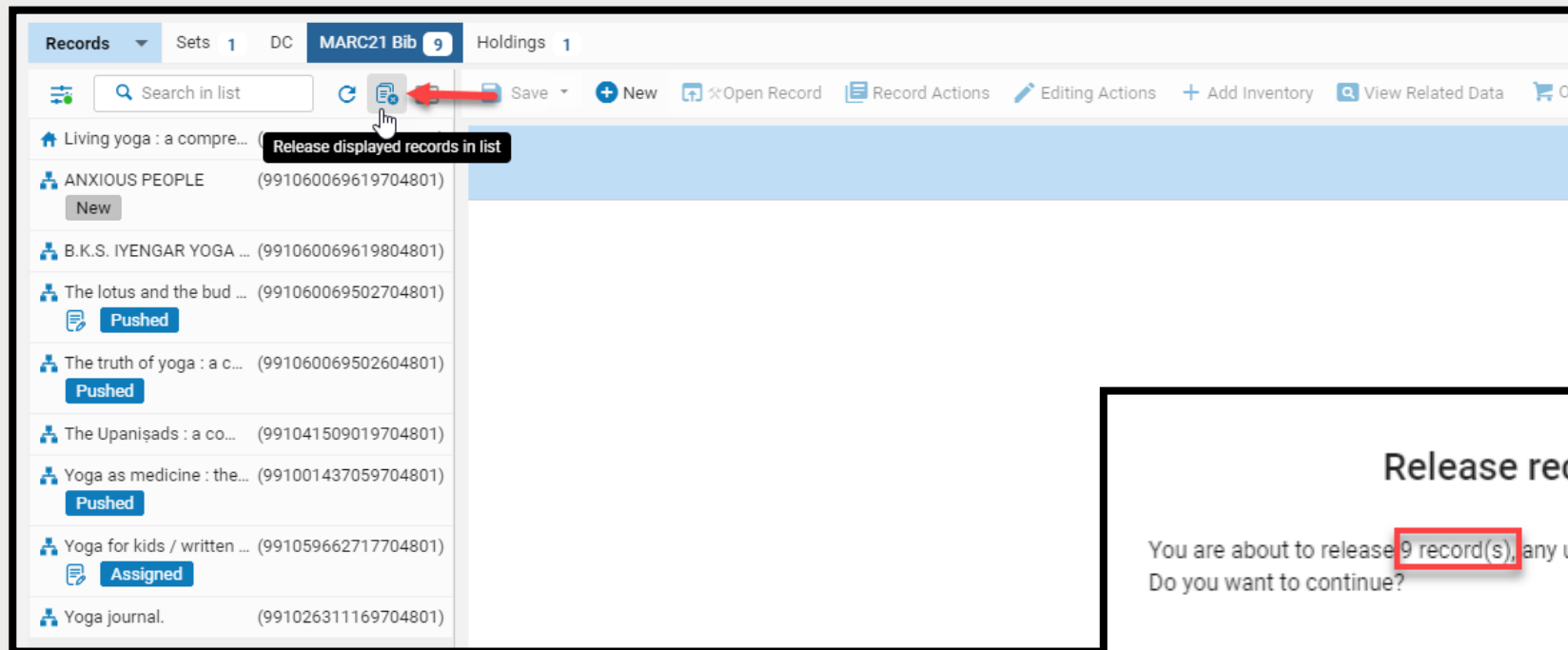
Top Screenshot: The interface shows a record titled "Living yoga : a comprehensive guide for daily life / edited by Georg Feuerstein and Stephan Bodian with the staff of Yoga journal. (990002852920204844)". The record is highlighted in blue. A red box highlights the title, and a red arrow points to the close button (X) in the top right corner of the record header.

Bottom Screenshot: The same record is shown, but the title is highlighted by a red box. The interface shows the record details, including the title, author, and various fields like LDR, 001, 005, 008, 010, 019, 020, 035, 035, and 040. The record is highlighted in blue. A mouse cursor is visible at the bottom of the interface.

Releasing Records from the Records List

To release **ALL** records from the records list:

1. Click on the "**Release displayed records in List**" icon
2. Click "**Yes**" when the Release Records confirmation message appears
 - The number of records being released will display in the confirmation message



Supporting Documentation

1. [SUNY Resource Management Training Guide](#)
2. [SUNY New MD Editor Libguide](#)
3. [Working with Bib Records](#)
4. [SUNY Metadata Standards & Policies \(Approved\)](#)
5. [SUNY Bibliographic Record Network Zone & Local Fields](#)
6. [Release Records/Save and Release Records](#)