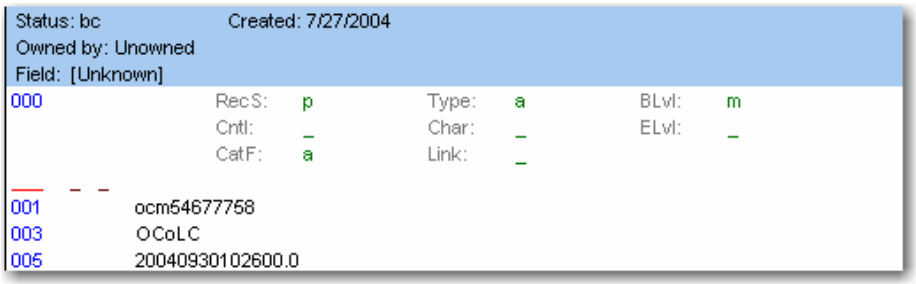
Add 690 (Local Subject Heading) Field to a MARC Record

Before adding 690 Subject headings in Horizon:

- Confirm with Cheryl Laieski that your Horizon account gives you MARC access to add a 690 field. If not, ask her to add it to your Horizon account.
- See your college LDG representative about standards, common terms, etc. as these have been discussed by the LDG group.

<u>To Add a 690 field</u>:

- Do a search in Horizon for the bib record to which you are adding a local subject heading.
- Press F10 and select MARC Editor from the Send To list. The MARC Bib window opens with the cursor at the 000 field.
- Press Control/Enter to create a blank line.



- Type: 690. The field is created with the cursor in the $a subfield.

  690 0 av$x

- Enter the Local Subject Heading.
  Note: Use upper/lower case, develop the subject heading and then enter it the same way each time, end with a period.
- Click the Save button on the toolbar to Save the record. The record reformats when saved, the unused subfields are removed and the 690 field moves down to the subject area.
- Click the record Close button to close the MARC window.

<u>To Delete a 690 field</u>:

- In the MARC Editor, delete the text in the field.
- Click the Save button. As long as the field is empty, it will be removed.

<u>To Edit a 690 field</u>:

- In the MARC Editor, edit the text in the field.
- Click the Save button.