How to Add a New Field

Releases 12.2 through 14.2

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To add a new field:

- **Add it to tab01.*lng*:**

For a BIB record field:

Look at *xxx*01/tab/**tab01**.*lng* and decide on a 3-character code for the new field. (Make sure the code isn't already in use.)

Note:
Though the code can be up to 5 characters, if you make bytes 4 or 5 part of the code, you will not be able to use them for first and second indicator values.

For an AUThority record field:
Add it to *xxx*1*x*/tab/tab01.*lng;*

For a HOLdings record field:
Add it to *xxx*6*x*/tab/tab01.*lng;*

For an ADMinistrative record field:
Add it to *xxx*5*x*/tab/tab01.*lng;*

For a Course Reading doc field:
Add it to *xxx*3*x*/tab/tab01.*lng*

Consult the *Database Management Guide* (UTIL G.1.01) for details on the other values in the tab01 table.

Sample entry in tab01:

```
!   2   3  4   5   6   7    8       9
!-!!!!!-!!-!!-!!!!-!-!!!!!-!!!!!-!!!!!!!!!!!!!!!!!!!!
D 100       00 0000   AUT   100    LPersonal Name
```

- **Add it to tab11**:

If you want the (bib) field to be indexed, you need to include it in xxx01/tab/**tab11.**

(If the index in which you want the field to be included is a **new** index, then see the related document: "How To Add a New Index".)

For inclusion in a **Direct** index, put the entry in the "**I**" section of tab11.

For inclusion in a **Headings** index, put it in the "**A**" ("Access headings)"section.

For inclusion in a **Words** index, put it in the "**W**" section.

For linking to an **AUThority** library, include it in the "**R**" ("Remote file") section.

Consult the *Database Management Guide* (UTIL G.1.11) for other parameters.

Note:
The "W" entries have a format different from the "A", "I", and "R" entries.

Sample entries:

W format:
```
!A)2   3       4                    5           6  7 8       9
!!-!-!!!!!-!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!-!!-!-!-!!!!!!!!!!!!!
11 W 100##            abcdqu              B1     WRD  WAU
```

A/I/R format:
```
!B)2   3   4     5       6              7           8 9  10
!!-!-!!!!!-!-!!!!!!!!!!!-!!!!!-!!!!!!!!!!!!!!!!!!-!-!-!!!!!
11 A 100##            AUT    abcdqu
```

The index codes can be up to 5 characters. In the **W** format, column 9, each of the codes has 5 spaces allocated for it. If, as is commonly the case, the codes are just 3 characters, they must have **2** spaces between them. If not, **none** of them will index.

For a new **AUThority** or **Course Reading** record field to be indexed, the procedure is the same as that described above for the bib.

For a new **ADM** or **HOL** record field to be indexed, in some cases, this may be done by building an index via the **ADM** or **HOL** tab11, but this would more commonly be done by including data from the tag as an expanded field, generated by an expand routine –see tab_expand {*Database Management Guide* (UTIL G.1.a)}-- in a BIB index.

- **Add it to check_doc_line (required):**

 For the field to be recognized in the Cataloging client you need to add it to the Library's tab/check_doc_line (UTIL M.8.a).

   o To *AL*low the field to be entered in a record, include an "**AL**"- type entry in check_doc_line (required)

      ▪ Specify allowed subfield values
      ▪ Specify allowed indicator values

   o To make the field dependent on another tag, include a "D"- type entry (optional).

Consult the *Database Management Guide* (UTIL M.8.a) for other parameters.

- **Add it to codes.eng (required):**

You need to add the field to the Library's pc_tab/catalog/**codes.eng** (UTIL M 1).

Consult the *Database Management Guide* (UTIL M.1) for parameters.

- **Add it to check_doc_doc (optional):**

To control the repeatability of the tag or to make the tag mandatory, you need to add it to the Library's tab/check_doc_doc (UTIL M.8.c).

Consult the *Database Management Guide* (UTIL M.8.c) for parameters.

- **Add cataloging form, help, etc. (optional):**

In UTIL M {besides 1. (codes.eng)}, we also have the following:

2. Open subfields (marc_exp.dat)
3. Links to headings (scancode.dat)
4. Cataloging forms (nnn_xx.*lng*)
5. HELP on tag (taginfo.eng)
9. Default fields for "Create New Record" (tagonnew.dat)
10. Allowed/Denied tags for users (permission.dat)
13. Fixed text for specific tags (tag_text.dat)
14. Cataloging on the fly (pc_tab_circ.*lng*)

Consult the *Database Management Guide* (UTIL M.*x*) for parameters.

- **Add other validation (optional):**

In UTIL M 8, besides a - (check_doc_line) and c - (check_doc_doc), we also have the following:

b - Validation of contents of a field (check_doc_line_contents)
d - Check routines for document deletion (check_doc_delete)
e - Mandatory check on records (check_doc_mandatory)
f - Validation for new acc (check_doc_new_acc)
g - Validation for new authorities (check_doc_new_acc_aut)
h - Validation for unique index (check_doc_unique_index)
i - Check routines (check_doc)
j - Check text values for specific tags (check_doc_tag_text)

Consult the *Database Management Guide* (UTIL M.8.*x*) for parameters.

- **Update the Tables Package (required):**

You need to do UTIL M 7. This takes the changes which you have made for UTIL M and includes them in the pc_tab/catalog/pc_cat.pck.

(When the Cataloging client detects a changed date/time for pc_cat.pck for a particular Library, it downloads to the cataloging tables package to the PC.)