

**Getting to Know Alma: Editing Bibliographic Records**

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| 1. Log into Alma with the AlmaAdmin or the CatAdmin user (the user will need to have cataloging privileges) |  |
| 1. Conduct an All Titles > Keywords search for the title “Rockets, satellites, and probes” 2. Click “Edit Record” |  |
| 1. In the MD Editor, note that the bottom frame contains several alerts for missing data in the 008 field. 2. Click on the 008 field to select it. |  |
| 1. Go to Edit > Open Form Editor or click Ctrl+F |  |
| 1. In the Form Editor, select values to fill in for the 38 and 39 positions. 2. Hit ESC to close the Form Editor. |  |
| 1. Now let’s add a 650 field.   Click on one of the 650 fields |  |
| 1. Go to Edit 2. Select Add Field |  |
| 1. Type 650 for the field number 2. Type 0 in the second indicator field 3. Type space, then hit F3 |  |
| 1. This opens the Library of Congress subject headings list. Select “Space age” |  |
| 1. Note that the new field now reads “Astronautics and civilization” because “Space age” is not an authoritative term. |  |
| 1. Go to File 2. Select “Save and Release Record” |  |