

# Adding a 583 SCEL C retention note to bibliographic records using Koha

1. Download the retention title list for EAST from GreenGlass.
2. Copy the Bib Record Number column to a new excel worksheet or a text editor
3. Go to the “**Tools**” module in Koha
4. Under “Catalog”, click “**MARC Modification Templates**”
5. Click “**+ New template**”, give your template a name, and click “**Submit**”
6. Click “**+ New action**”, from the drop down menu choose “**Update existing or add new**”

+ New template
+ New action

### Actions for 583 SCEL C test

Change order	Rank	Action	Description	
<a href="#">↑</a> <a href="#">↑</a> <a href="#">↓</a> <a href="#">↓</a>	1	Update existing or add new field 583\$a with value <i>Committed to retain</i>		<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">↑</a> <a href="#">↑</a> <a href="#">↓</a> <a href="#">↓</a>	2	Update existing or add new field 583\$c with value 20170731		<a href="#">Edit</a> <a href="#">Delete</a>

Add a new action
 

- Delete
- Add new
- ✓ Update existing or add new
- Move
- Copy
- Copy and replace

span>field(s)
d
with value

Add action
Cancel

7. In the “field(s)” text boxes enter “**583 a**”, in the “with value” text box enter “**Committed to retain**”, then click “**Add action**”.  
*Note: at this time, Koha MARC Modification Templates do not allow for inclusion of MARC field indicators. There is currently no work around for this, but it is a known bug.*
8. Repeat step 4. In the “field(s)” text boxes enter “**583 c**”, in the “with value” text box enter “**20170731**”, then click “**Add action**”.
9. Repeat step 4. In the “field(s)” text boxes enter “**583 d**”, in the “with value” text box enter “**20320731**”, then click “**Add action**”.
10. Repeat step 4. In the “field(s)” text boxes enter “**583 f**”, in the “with value” text box enter “**SCEL C SharedPrint**”, then click “**Add action**”.
11. Repeat step 4. In the “field(s)” text boxes enter “**583 u**”, in the “with value” text box enter “<https://scelc.org/libraries/shared-print>”, then click “**Add action**”.
12. Repeat step 4. In the “field(s)” text boxes enter “**583 z**”, in the “with value” text box enter “**retain for SCEL C**”, then click “**Add action**”.

13. Go back to the “Tools” module in Koha. Under “Catalog”, click “Batch record modification”

## Batch record modification

**Record type**

**Biblios:**

**Authorities:**

**Upload a file** **Select a list of records** **Enter a list of record numbers**

**Use a file**

**File:**  No file chosen

**Use MARC Modification Template:**

**Modify record using the following template:**

- ✓ Select a template
- 506 temporary access
- 583 SCELRC Retention Note**
- 583 SCELRC test
- 810 Series Copy
- 856 add proxv server prefix

14. Choose Record type “**Biblios**”, click tab for “**Upload a file**”, then click “Choose file” to add your list of bibliographic record numbers you prepared from GreenGlass.
15. Under “**Use MARC modification template**”, choose the template you created for the 583 field. Click “**Continue**”
16. Confirm you have the correct batch of records to modify and that all the items are selected, then click “**Modify selected records**”

## Batch record modification

Modify record using the following template: 583 SCELC Retention Note

Select all |  Clear all

	Biblionumber	Title	
<input checked="" type="checkbox"/>	66476	TEST ITEM:	<input type="button" value="Show MARC"/>

**!** Reminder: this action will modify all selected biblios!

[Cancel](#)

17. Your batch modification is complete!

## Batch record modification

Bibliographic record 66476 has successfully been modified.

All records have successfully been modified! [New batch record modification](#)