

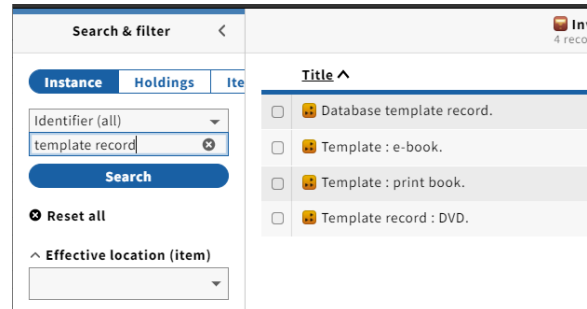
# Creating Preliminary MARC Records for Titles On Order

Contact: [Laura Daniels](#)

This is a temporary procedure, to be deprecated once non-MARC Instance records can be viewed in the public catalog (aka Blacklight).

If no OCLC record can be found, use a "template" record to create a brief MARC record + Instance record in FOLIO's Inventory.

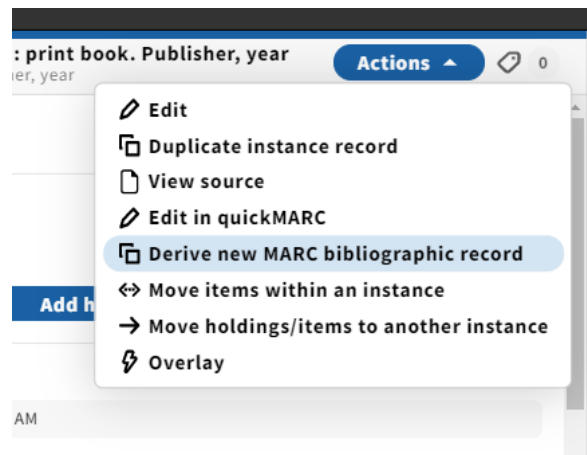
Locate the appropriate template record in Inventory by searching for "template record" as an identifier



Select the template record with the appropriate format

In the right pane Actions menu, select **"Derive new MARC bibliographic record"**

You will now be working in the quickMARC app



**EDIT the new record – use the icons on the far right to add or delete entire fields**

**Replace the placeholder information** in any fields for which you have data (e.g., ISBN, Author Name, Title)

The record must have a title (245) field

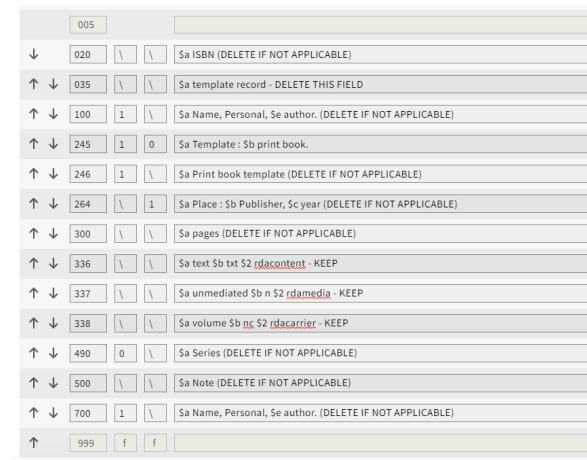
Keep the following fields intact: 336, 337, 338

Delete the 035

Add other relevant fields if needed

The 001, 005, and 999 fields will be populated by FOLIO when you save the record

Delete any other fields for which you have no information



Select "Save & close"

The record may take a few minutes to save and display the newly created Instance.