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6. Creating new records

New records are created either when requested by an enduser or in the course of splitting records with mixed identities¹.

New records are created on WinIBW using the **INSERT** command.

To display the **INSERT** command call up any record on WinIBW. **INSERT** appears in the list of commands directly above the search bar.

Example

A search on **ISNI 0000 0000 5059 3132** retrieves the following record:

Set 1 | Hits 4 | Record 4 | PPN 050593137 | Format M21

Inserted: 99999999:22-08-06 Modified: 99999999:23-06-17 20:54:13 Status: 99999999:10-10-11

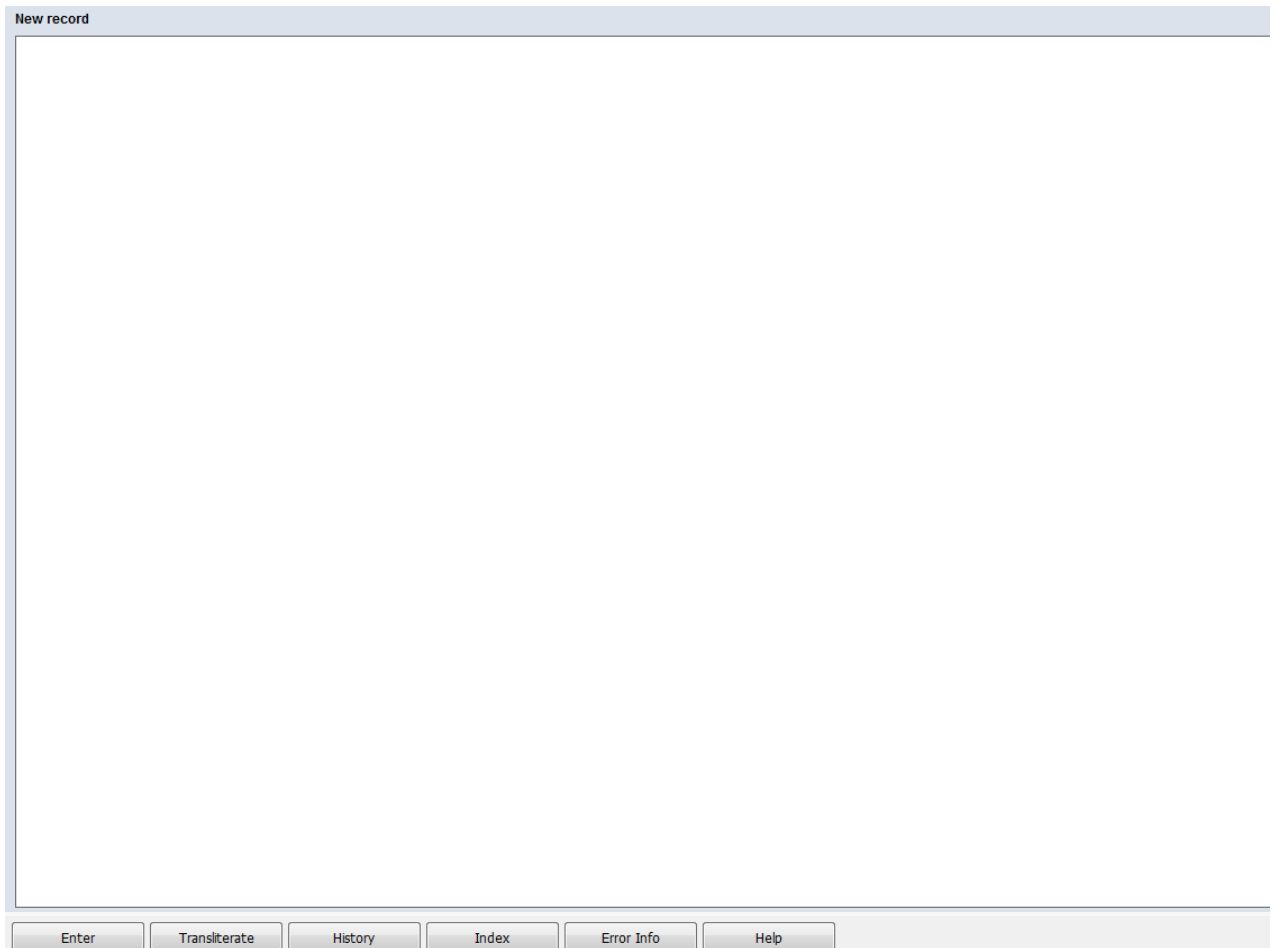
000 050593137
002 \$aTpx
003 \$00000000050593132\$12013-06-18 00:07:28\$aassigned\$c39
008 \$an\$b\$cl\$d\$a\$ec\$fz\$gn\$hn\$ia\$a\$j\$a\$kb\$ln\$m\$j\$nn\$oa\$pa\$qa\$rl\$sc
00A 99999999:22-08-06
00B 99999999:23-06-17 20:54:13.000
00D 99999999:10-10-11
00U utf8
00X 0
035 ##\$IVIAF\$012269669
370 ##\$aGB\$2VIAF\$2DNB
400 1#\$aMerton, Thomas\$d1888-1969\$2VIAF\$2DNB
400 0#\$aThomas Ralph Merton\$2VIAF\$2WKP
400 0#\$aThomas Ralph Merton\$cBritish physicist\$2VIAF\$2WKP
671 ##\$bWikipedia\$t2017-06-23 20:54:13\$uhttps://ar.wikipedia.org/wiki/2س_مَرْتُون_مِرْتُون_VIAF\$2WKP
671 ##\$bWikipedia\$t2017-06-23 20:54:13\$uhttps://en.wikipedia.org/wiki/Thomas_Ralph_Merton\$2VIAF\$2WKP
671 ##\$bWikipedia\$t2017-06-23 20:54:13\$uhttps://pt.wikipedia.org/wiki/Thomas_Ralph_Merton\$2VIAF\$2WKP
671 ##\$bWikipedia\$t2017-06-23 20:54:13\$uhttps://sl.wikipedia.org/wiki/Thomas_Ralph_Merton\$2VIAF\$2WKP
700 1#\$aMerton, Thomas Ralph\$d1888-1969\$3public\$2VIAF\$2DNB\$01034212419
700 1#\$aMerton, Thomas Ralph\$d1888-1969\$3public\$2VIAF\$2LC\$0nr2006022103
700 0#\$a3س_مَرْتُون_مِرْتُون_public\$2VIAF\$2WKP\$0Q4115617
970 ##\$a1888-01-01\$b1969-01-01\$cdived\$2VIAF

History Index Delete Insert Update Save Request Get OCN Help

¹ For guidance on splitting records with mixed identities, see **Chapter 7**

The **INSERT** command appears at the bottom of the screen, above the search bar. Selecting **INSERT** creates a blank template in which new data can be added.

Example



6.1 Using "Tile vertical"

INSERT displays a blank screen rather than a template with MARC fields.

However, when creating a new record, mandatory data fields will need to be copied from an existing record.

It is advisable to use **Tile vertical** when creating a new record. This enables an existing record to sit alongside the blank **INSERT** template and ensures mandatory fields can be copied efficiently.

Example

Using Tile vertical on **ISNI 0000 0000 5059 3132** displays the following screen:

The image shows two side-by-side screenshots of the CBS/ISNI/ISNI Staff interface. Both screenshots display the same record details for ISNI 050593137, including fields for Hits, Record, PPN, and Format. The interface includes a top navigation bar with the CBS logo and the text 'Full display | ISNI | ISNI Staff'. Below the navigation bar, there is a header section with 'Set 2 | Hits 1 | Record 1 | PPN 050593137 | Format M21'. The main content area displays the record details, including the insertion date and time, and a list of records. The bottom of the interface features a control panel with buttons for History, Index, Delete, Insert, Update, Save, Request, Get OCN, and Help.

The left screenshot shows the record with a blank template inserted. The right screenshot shows the record with a new record inserted, demonstrating the effect of selecting INSERT on one of the existing records.

Selecting **INSERT** on one of the records creates a blank template which sits alongside the existing record.



Full display | ISNI | ISNI Staff

Set 2 | Hits 1 | Record 1 | PPN 050593137 | Format M21

Inserted: 99999999:22-08-06 Modified: 99999999:23-06-17 20:54:13 Status: 99999999:10-10-11

```

000 050593137
002 $aTpx
003 $000000000050593132$12013-06-18 00:07:28$aassigned$c39
008 $an$b$cl$da$ec$iz$gn$hn$ia$a$kb$ln$m$nn$oa$pa$qa$sr$j$sc
00A 99999999:22-08-06
00B 99999999:23-06-17 20:54:13.000
00D 99999999:10-10-11
00U utf8
00X 0
035 ##$IVIAF$012269669
370 ##$aGB$2VIAF$2DNB
400 1#$aMerton, Thomas$d1888-1969$2VIAF$2DNB
400 0#$aThomas Ralph Merton$2VIAF$2WKP
400 0#$aThomas Ralph Merton$cBritish physicist$2VIAF$2WKP
671 ##$bWikipedia$f2017-06-23 20:54:13$uhttps://ar.wikipedia.org/wiki/2$وتوملس_مرتون$VIAF$2WKP
671 ##$bWikipedia$f2017-06-23
20:54:13$uhttps://en.wikipedia.org/wiki/Thomas_Ralph_Merton$2VIAF$2WKP
671 ##$bWikipedia$f2017-06-23
20:54:13$uhttps://pt.wikipedia.org/wiki/Thomas_Ralph_Merton$2VIAF$2WKP
671 ##$bWikipedia$f2017-06-23
20:54:13$uhttps://sl.wikipedia.org/wiki/Thomas_Ralph_Merton$2VIAF$2WKP
700 1#$aMerton, Thomas Ralph$d1888-1969$3public$2VIAF$2DNB$01034212419
700 1#$aMerton, Thomas Ralph$d1888-1969$3public$2VIAF$2LC$0nr2006022103
700 0#$a3$وتوملس_مرتون$public$2VIAF$2WKP$0Q4115617
970 ##$a1888-01-01$b1969-01-01$cived$2VIAF

```

New record

Empty text area for a new record.

History	Index	Delete	Insert	Update
Save	Request	Get OCN	Help	

Enter	Transliterate	History	Index	Error Info
Help				

6.2 Adding new data to the blank INSERT template

Once the **INSERT** template is displaying alongside an existing record, new data can be added.

Example

A new record is required for the identity **Deek Allen**. The following data elements are added to the INSERT template:

Name: Allen, Deek

Titles: Reach for the light ; Rich man's world

Contributed to: Omnicide

Activity date: 1991

Affiliations: Oi Polloi (Musical group)

Weblink: https://en.wikipedia.org/wiki/Oi_Polloi

The screenshot displays two windows from the CBS/ISNI/ISNI Staff application. The left window shows an existing record for Thomas Merton with various metadata fields and a list of identifiers. The right window shows a 'New record' form with the following entries:

```
700 1##$aAllen, Deek$2ISNI
910 ##$aReach for the light$2ISNI
910 ##$aRich man's world$2ISNI
912 ##$aOmnicide$2ISNI
943 ##$a1991$2ISNI
951 ##$aOi Polloi (Musical group)$2ISNI
671 ##$gr$uhttps://en.wikipedia.org/wiki/Oi_Polloi$2ISNI
```

At the bottom of the left window, there are buttons for History, Index, Delete, Insert, Update, Save, Request, Get OCN, and Help. The right window has buttons for Enter, Transliterate, History, Index, Error Info, and Help.

6.3 Mandatory data fields

WinIBW provides a series of prompts for each mandatory data field required on new records.

Once the new data has been added to the **INSERT** template, select the **ENTER** command above the space bar.

6.3.1 002 field – Authority record/Cataloguing level

The first prompt is for the 002 field – **Tag 002 is missing**. The prompt appears at the top left hand side of the screen.

Example

Tag 002 is missing

CBS/ISNI/ISNI Staff, user=MICHAEL DOCHERTY (michael), ISNI Quality team (ISNI) (0002)

CBS/ISNI/ISNI Staff, user=MICHAEL DOCHERTY (michael), ISNI Quality team (ISNI) (0002)

Full display | ISNI | ISNI Staff

Set 2 | Hits 1 | Record 1 | PPN 050593137 | Format M21

Inserted: 99999999:22-08-06 Modified: ISNI:20-10-17 14:11:21 Status: 99999999:10-10-11

000 050593137
002 \$aTpx
003 \$00000000050593132\$12013-06-18 00:07:28\$aassigned\$c39
008 \$an\$b\$ic\$d\$a\$ec\$fz\$gn\$hn\$ia\$j\$a\$b\$ln\$mj\$nn\$oa\$pa\$qa\$ri\$sc
00A 99999999:22-08-06
00B ISNI:20-10-17 14:11:21.000
00D 99999999:10-10-11
00U utf8
00X 0
035 ##\$VIAF\$012269669
370 ##\$aGB\$2VIAF\$2DNB
400 1#\$aMerton, Thomas\$d1888-1969\$2VIAF\$2DNB
400 0#\$aThomas Ralph Merton\$2VIAF\$2WKP
400 0#\$aThomas Ralph Merton\$2VIAF\$2WKP
400 0#\$aThomas Ralph Merton\$2VIAF\$2WKP
671 ##\$bWikipedia\$f2017-06-23 20:54:13\$uhttps://ar.wikipedia.org/wiki/20مليون_مواطنون/VIAF\$2WKP
671 ##\$bWikipedia\$f2017-06-23
20:54:13\$uhttps://en.wikipedia.org/wiki/Thomas_Ralph_Merton\$2VIAF\$2WKP
671 ##\$bWikipedia\$f2017-06-23
20:54:13\$uhttps://pt.wikipedia.org/wiki/Thomas_Ralph_Merton\$2VIAF\$2WKP
671 ##\$bWikipedia\$f2017-06-23
20:54:13\$uhttps://sl.wikipedia.org/wiki/Thomas_Ralph_Merton\$2VIAF\$2WKP
700 1#\$aMerton, Thomas Ralph\$d1888-1969\$3public\$2VIAF\$2DNB\$01034212419
700 1#\$aMerton, Thomas Ralph\$d1888-1969\$3public\$2VIAF\$2LC\$0nr2006022103
700 0#\$a3مواطنونpublic\$2VIAF\$2WKP\$0Q4115617
970 ##\$a1888-01-01\$b1969-01-01\$clived\$2VIAF

New record

700 1#\$aAllen, Deek\$2ISNI
910 ##\$aReach for the light\$2ISNI
910 ##\$aRich man's world\$2ISNI
912 ##\$aOmnicide\$2ISNI
943 ##\$a1991\$2ISNI
951 ##\$aOi Polloi (Musical group)\$2ISNI
671 ##\$gr\$uhttps://en.wikipedia.org/wiki/Oi_Polloi\$2ISNI

History Index Delete Insert Update

Save Request Get OCN Help

Enter Transliterate History Index Error Info

Help

Copy and paste the **002** field from the existing record on to the new record² and select the **ENTER** command above the space bar.

6.3.2 008 field

The second prompt is for the 008 field – **Tag 008 is missing**. The prompt will appear at the top left hand side of the screen.

Example

Tag 008 is missing

CBS/ISNI/ISNI Staff, user=MICHAEL DOCHERTY (michael), ISNI Quality team (ISNI) (0002)

Full display | ISNI | ISNI Staff

Set 2 | Hits 1 | Record 1 | PPN 050593137 | Format M21

Inserted: 99999999:22-08-06 Modified: ISNI:20-10-17 14:11:21 Status: 99999999:10-10-11

000 050593137
 002 \$aTpx
 003 \$00000000050593132\$ 12013-06-18 00:07:28\$aassigned\$c39
 008 \$an\$b\$ci\$d\$a\$ec\$fz\$gn\$hn\$ia\$a\$kb\$ln\$m\$nn\$oa\$pa\$qa\$sr\$j\$sc
 00A 99999999:22-08-06
 00B ISNI:20-10-17 14:11:21.000
 00D 99999999:10-10-11
 00U ut#8
 00X 0
 035 ##\$VIAF\$012269669
 370 ##\$aCBS\$2VIAF\$2DNB
 400 1#\$aMerton, Thomas\$d1888-1969\$2VIAF\$2DNB
 400 0#\$aThomas Ralph Merton\$2VIAF\$2WKP
 400 0#\$aThomas Ralph Merton\$cBritish physicist\$2VIAF\$2WKP
 671 ##\$bWikipedia\$2017-06-23 20:54:13\$uhttps://ar.wikipedia.org/wiki/2\$قوميلىن_ميرتون/VIAF\$2WKP
 671 ##\$bWikipedia\$2017-06-23
 20:54:13\$uhttps://en.wikipedia.org/wiki/Thomas_Ralph_Merton\$2VIAF\$2WKP
 671 ##\$bWikipedia\$2017-06-23
 20:54:13\$uhttps://pt.wikipedia.org/wiki/Thomas_Ralph_Merton\$2VIAF\$2WKP
 671 ##\$bWikipedia\$2017-06-23
 20:54:13\$uhttps://sl.wikipedia.org/wiki/Thomas_Ralph_Merton\$2VIAF\$2WKP
 700 1#\$aMerton, Thomas Ralph\$d1888-1969\$3public\$2VIAF\$2DNB\$01034212419
 700 1#\$aMerton, Thomas Ralph\$d1888-1969\$3public\$2VIAF\$2LCS0nr2006022103
 700 0#\$a3\$قوميلىن_ميرتونpublic\$2VIAF\$2WKP\$004115617
 970 ##\$a1888-01-01\$b1969-01-01\$cdived\$2VIAF

New record

700 1#\$aAllen, Deek\$2ISNI
 910 ##\$aReach for the light\$2ISNI
 910 ##\$aRich man's world\$2ISNI
 912 ##\$aOmnicide\$2ISNI
 943 ##\$a1991\$2ISNI
 951 ##\$aOi Polloi (Musical group)\$2ISNI
 671 ##\$gr\$uhttps://en.wikipedia.org/wiki/Ol_Polloi\$2ISNI
 002 \$aTpx

History Index Delete Insert Update
 Save Request Get OCN Help

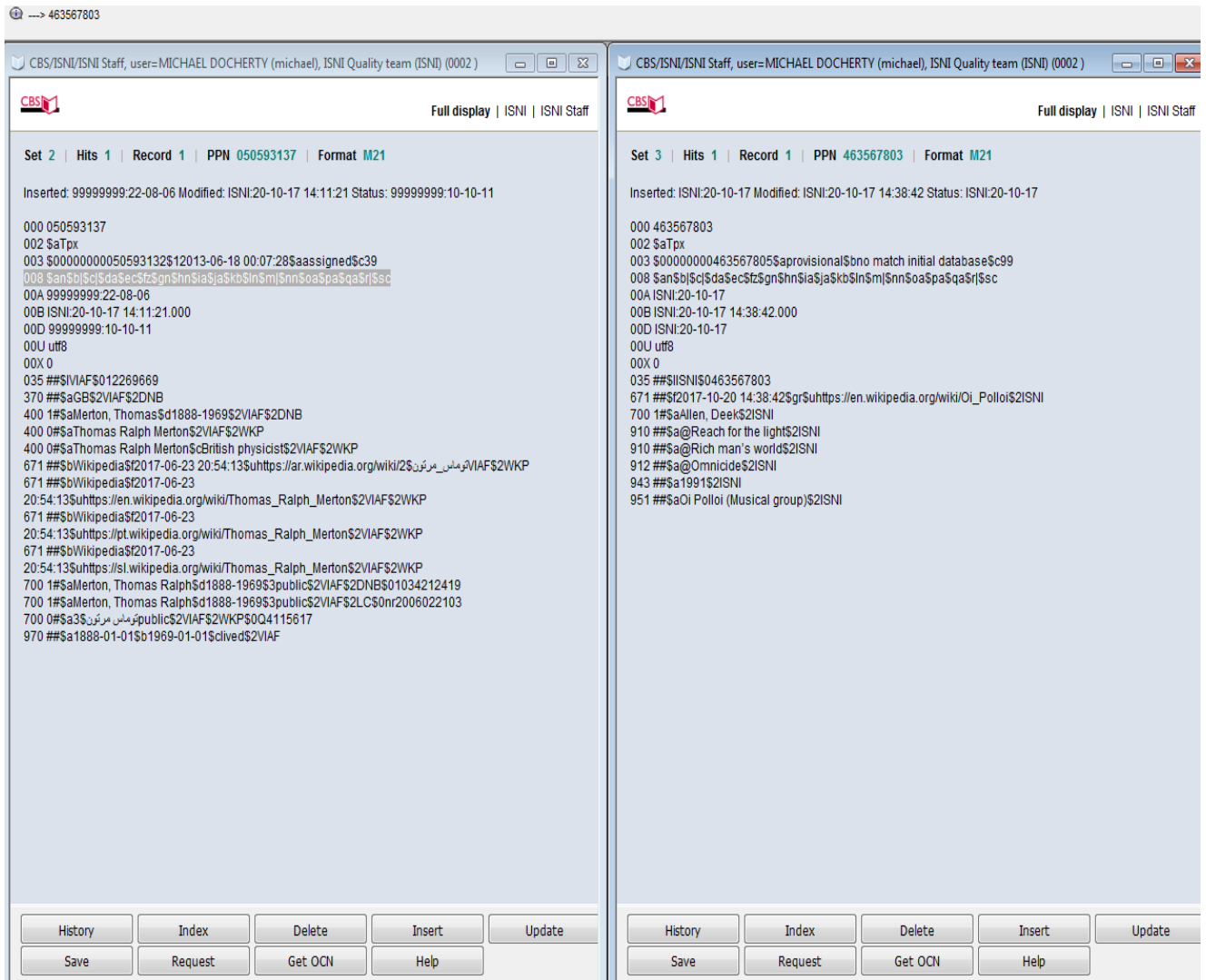
Enter Transliterate History Index Error Info
 Help

² For guidance on the 002 field, see **Appendix 1**

Copy and paste the **008** field from the existing record to the new record³ and select the **ENTER** command above the search bar.

A new record will now display on WinIBW

Example



Note that the **PPN**⁴ of the new record appears on the top left hand side of the screen.

³ Note that while the 008 field is mandatory, ISNI does not read the values contained in the field. Any 008 field can be copied to a new ISNI record

⁴ For guidance on the PPN field, see **Appendix 1**

The existing ISNI record used to copy mandatory data can now be closed as it will no longer be required.

Example

463567803

CBS

Full display |

Set 3 | Hits 1 | Record 1 | PPN 463567803 | Format M21

Inserted: ISNI:20-10-17 Modified: ISNI:20-10-17 14:38:42 Status: ISNI:20-10-17

000 463567803
002 \$aTpx
003 \$00000000463567805\$aprovisional\$bn0 match initial database\$c99
008 \$an\$b|c|\$da\$ec\$ftz\$gn\$hn\$ia\$a\$kb\$ln\$m|\$nn\$oa\$pa\$qa\$rf|\$sc
00A ISNI:20-10-17
00B ISNI:20-10-17 14:38:42.000
00D ISNI:20-10-17
00U utf8
00X 0
035 ##\$IISNI\$0463567803
671 ##\$f2017-10-20 14:38:42\$gr\$uhttps://en.wikipedia.org/wiki/Oi_Polloi\$2ISNI
700 1#\$aAllen, Deek\$2ISNI
910 ##\$a@Reach for the light\$2ISNI
910 ##\$a@Rich man's world\$2ISNI
912 ##\$a@Omnicide\$2ISNI
943 ##\$a1991\$2ISNI
951 ##\$aOi Polloi (Musical group)\$2ISNI

History Index Delete Insert Update Save Request Get OCN Help

6.4 ISNI status

All new records on WinIBW created via the **INSERT** template have a **provisional** ISNI status⁵. This **provisional** status will need to be manually changed to **assigned**.

Select **UPDATE** to manually change the ISNI status in the 003 \$a subfield to **assigned** and delete the \$b subfield.

```
PPN 463567803 Inserted: ISNI:20-10-17 Modified: ISNI:20-10-17 14:38:42 Status: ISNI:20-10-17
000 463567803
002 $aTpx
003 $00000000463567805$aassigned$c99
008 $an$b$c$d$a$ec$fz$gn$hn$ia$ja$kb$ln$m|$nn$oa$pa$qa$r|$sc
035 ##$I$ISNI$0463567803
671 ##$f$2017-10-20 14:38:42$gr$uhttps://en.wikipedia.org/wiki/Oi_Polloi$2$ISNI
700 1#$aAllen, Deek$2$ISNI
910 ##$a@Reach for the light$2$ISNI
910 ##$a@Rich man's world$2$ISNI
912 ##$a@Omnicide$2$ISNI
943 ##$a1991$2$ISNI
951 ##$aOi Polloi (Musical group)$2$ISNI
```

Select **ENTER**. The record is now complete.

⁵ For guidance on ISNI status, see **1.5**



Set 3 | Hits 1 | Record 1 | PPN 463567803 | Format M21

Inserted: ISNI:20-10-17 Modified: ISNI:20-10-17 15:19:04 Status: ISNI:20-10-17

```
000 463567803
002 $aTpx
003 $00000000463567805$12017-10-20 15:19:04$aassigned$c99
008 $an$b|$c|$da$ec$ftz$gn$hn$ia$ja$kb$in$m)$nn$oa$pa$qa$ri)$sc
00A ISNI:20-10-17
00B ISNI:20-10-17 15:19:04.000
00D ISNI:20-10-17
00U utf8
00X 0
035 ##$iISNI$0463567803
671 ##$t2017-10-20 14:38:42$gr$uhttps://en.wikipedia.org/wiki/Oi_Polloi$2ISNI
700 1#$aAllen, Deek$2ISNI
910 ##$a@Reach for the light$2ISNI
910 ##$a@Rich man's world$2ISNI
912 ##$a@Omnicide$2ISNI
943 ##$a1991$2ISNI
951 ##$aOi Polloi (Musical group)$2ISNI
```

History Index Delete Insert Update Save Request Get OCN Help