Contents

6. Creating new records	2
6.1 Using "Tile vertical"	3
6.2 Adding new data to the blank INSERT template	7
6.3 Mandatory data fields	8
6.3.1 002 field – Authority record/Cataloguing level	8
6.3.2 008 field	9
6.4 ISNI status	12

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 05	0593137 Format N	//21						
Inserted: 99999999:2	2-08-06 Modified: 999	99999:23-06-17 20:54:1	13 Status: 99999999:1	0-10-11					
000 050593137 002 \$aTpx 003 \$00000000505 008 \$an\$b15(\$da5e 000 9999999:22-08 000 9999999:22-08 000 9999999:22-08 000 9999999:23-01 001 99999999:21-01 001 99999999:21-01 001 99999999:21-01 001 99399999:21-01 001 99399999:21-01 000 99399999:21-01 000 9939999:21-01 000 9939999:21-01 000 9939999:21-01 000 9939999:21-01 000 993999:21-01 000 9939999:21-01 000 9939999:21-01 000 99399999:21-01 000 99399999:21-01 000 99399999 000 9939999 000 9939999 000 99399 000 90 000 99399 000 90 000 00 000 0000 00 000 000 00 000 000 000000	93132\$12013-06-18 0 C5f2\$gn\$hn\$ia\$ja\$kb\$ -06 -17 20:54:13.000 -11 9669 2DNB mas\$d1888-1969\$22/ Jph Merton\$22/IAF\$22W Jph Merton\$22/IAF\$22W Jph Merton\$22/IAF\$22W Jph Merton\$22/IAF\$22W Jph Merton\$22/IAF\$22W Jph Merton\$23 20:54:13\$ 12017-06-23 20:54:13\$ 12017-06-23 20:54:13\$ I2017-06-23 20:54:13\$ I2017-06-23 20:54:13\$ I2017-06-23 20:54:13\$ Jph Merton\$24/I388-19 Jpublic\$22/IAF\$2WKP\$ \$b1969-01-01\$clived\$	0:07:28\$aassigned\$c3 In\$m \$nn\$oa\$pa\$qa\$r IAF\$2DNB KP vysicist\$2VIAF\$2WKP uhttps://ar.wikipedia.or uhttps://bukipedia.or 99\$3public\$2VIAF\$2DN 69\$3public\$2VIAF\$2DN 69\$3public\$2VIAF\$2DN 69\$3public\$2VIAF\$2DN 69\$3public\$2VIAF\$2DN 69\$3public\$2VIAF\$2DN 72VIAF	9) الاترمنس مرئين VIA g/wiki/2\$يني مرئين g/wiki/Thomas_Ralph j/wiki/Thomas_Ralph jwiki/Thomas_Ralph jwiki/Thomas_Ralph jwiki/Thomas_Ralph jwiki/Thomas_Ralph jwiki/Thomas_Ralph jwiki/Thomas_Ralph jwiki/Thomas_Ralph jwiki/Thomas_Ralph jwiki/Thomas_Ralph jwiki/2	F\$2WKP _Metton\$2VIAF\$2WKP Merton\$2VIAF\$2WKP Merton\$2VIAF\$2WKP					
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

New record						
Enter	Transliterate	History	Index	Error Info	Help	

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:

CBS/ISNI/ISNI Staff, user=N	VICHAEL DOCHE	RTY (michael), ISNI Qua	lity team (ISNI) (0002)		CBS/ISNI/ISNI Staff,	user=MICHAEL DOCHE	RTY (michael), ISNI Qua	ility team (ISNI) (0002.)	
CBS			Full displa	y ISNI ISNI Staff	CBS			Full displa	/ ISNI ISNI Staff
Set 2 Hits 1 Record Inserted: 99999999:22-08-000 0005053137 002 \$aTpx 002 \$aTpx 002 \$aTpx 003 \$0000000050593132 008 \$an\$b15c15d3sec5t5g 004 9999999:22-08-06 00B 9999999:22-08-07 001 99999999:22-08-102 001 9999999:22-08-102 00U utf8 000 utf8 001 #53 Metron, Thomas5 000 #5aThomas Ralph M 400 #5aThomas Ralph M 001 #53 Metron, Thomas5 011 #53 Metron, Thomas5 H 11 ##55 Wikipedia\$2017-20:54:13\$uhtps://pt.wikipe 20:54:13\$uhtps://pt.wikipe 021 ##35 Wikipedia\$2017-20:54:13\$uhtps://pt.wikipe 700 #5aABS2017-20:54:13\$uhtps://pt.wikipe 700 #5aABS2017-20:54:13\$uhtps://pt.wikipe 021 ##35 Wikipedia\$2017-20:54:13\$uhtps://pt.wikipe 700 #5aABS2017-20:54:13\$uhtps://pt.wikipe 700 #5aABS2017-20:54:13\$uhtps://pt.wikipe 002 #1#35 Wikipedia\$2017-20:54:13\$uhtps://pt.wikipe 700 #5aABS2017-20:54:13\$uhtps://pt.wikipe 700 #5aABS2017-20:54:13\$uhtps://pt.wikipe 700 ##5aABS2017-20:54:13\$uhtps://pt.wikipe 700 #5aABS2017-20:54:13\$uhtps://pt.wikipe 700 #5aABS2017-20:54:13\$uhtps://pt.wikipe 700 ##5aABB8-01-01\$b190 970 ##5a1888-01-01\$b190 970 ##5a1888-01-01\$b190	d1 PPN 05 06 Modified: 999 2\$12013-06-18 0 in\$hn\$ia\$ja\$kb\$i 0:54:13.000 i id1888-1969\$2Vi erton\$cBritish ph id202ViAFS2W erton\$cBritish ph ida.org/wiki/Thor -06-23 dia.org/wiki/Thor -06-23 dia.org/wiki/Thor :06-23 :07-01\$:08-01 :08-01	0593137 Format I 299999:23-06-17 20:54: 0:07:28\$aassigned\$c In\$m \$nn\$oa\$pa\$qa\$ AF\$2DNB KP ysicist\$2VIAF\$2WKP uhttps://ar.wikipedia.or mas_Ralph_Merton\$2 has_Ralph_Merton\$2 0933public\$2VIAF\$2DL 6953public\$2VI	13 Status: 999999999:1 39 إلاتحدين مرتون 10 10 10 10 10 10 10 10 10 10 10 10 10 1	0-10-11 F\$2WKP	Set 2 Hits 1 Inserted: 99999999:2 000 050593137 002 SaTpx 003 \$00000000505 008 San\$b]\$c]\$da\$e 00A 9999999:2-208 00B 9999999:2-208 00D 9999999:2-206 00D 99999999:2-206 00D 9999999:2-206 00D 9999999:2-206 00D 9999999:2-206 00D 99999999:2-206 00D 9999999:2-206 00D 9999999:2-206 00D 9999999:2-206 00D 9999999:2-206 00D 9999999:2-206 00D 9999999:2-206 00D 99999999:2-206 00D 99999999:2-206 00D 99999999:2-206 00D 99999999:2-206 00D 99999999:2-206 00D 9999999:2-206 00D 99999999:2-206 00D 999999999999999999 00D 999999999999	Record 1 PPN 05 22-08-06 Modified: 9999 993132512013-06-18 0 c5t5sgn5hn5ia5ja5kb5i 1-07 20-77 20-77 20-78 20-77 20-78 20-79 20-79 20-79 20-79 20-79 20-70 20-70 2017-06-23 wikipedia.org/wiki/Thor 2017-06-23 wikipedia.org/wiki/Thor 2017-06-23 wikipedia.org/wiki/Thor 2017-06-23 9900 2017-06-23 2017-06-23 9910 2017-06-23 9910 9910 2017-06-23 9910 9910 9910 9910 9910 9910 9910 9910 9910 9910 9910 9910 9910	0593137 Format I 99999:23-06-17 20:54: 0:07:28\$aassigned\$c: In\$m \$nn\$oa\$pa\$qa\$i AF\$2DNB KP ysicist\$2VIAF\$2WKP uhttps://ar.wikipedia.or mas_Ralph_Merton\$2V nas_Ralph_Merton\$2V nas_Ralph_Merton\$2V 09\$3public\$2VIAF\$2DI 09\$3public\$2VIAF\$2DI 004115617 2VIAF	13 Status: 999999999:1 39 الاتحرماني مرتزر 9000 14552WKP 14F\$2WKP 14F\$2WKP 14F\$2WKP 14F\$2WKP 15001034212419 25001/2006022103	0-10-11 -\$2WKP
	Index			Opuace	Thistory			Inserc	opuace
Save	Request	Get OCN	Help		Save	Request	Get OCN	Help	

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

🔵 CBS/ISNI/ISNI Staff, u	iser=MICHAEL DOCHE	RTY (michael), ISNI Qua	ality team (ISNI) (0002)		🕽 CBS/ISNI/ISNI Staff, ı	user=MICHAEL DOCHE	RTY (michael), ISNI Qua	lity team (ISNI) (0002)	
CBS			Full display	ISNI ISNI Staff	New record				
Set 2 Hits 1 ا Inserted: 99999999:2 000 050593137 002 \$aTpx 003 \$000000000505 008 \$an\$b]\$c]\$ta\$et 004 9999999:2-08 000 9999999:2-08 000 9999999:2-08 000 9999999:2-08 000 9999999:2-08 000 9999999:2-08 000 9999999:2-08 000 9999999:2-08 000 9999999:2-08 000 999999:2-08 000 999999:2-08 000 9999999:2-08 000 999999:2-08 000 9999999:2-08 000 99999999:2-08 000 99999999:2-08 000 99999999:2-08 000 9999999:2-08 000 9999999:2-08 000 99999999:2-08 000 9999999:2-08 000 9999999:2-08 000 9999999:2-08 000 99999999:2-08 000 9999999:2-08 000 9999999:2-08 000 9999999:2-08 000 9999999:2-08 000 999999999:2-08 000 99999999:2-08 000 9999999:2-08 000 9999999:2-08 000 9999999:2-08 000 9999999:2-08 000 9999999:2-08 000 99999999:2-08 000 9999999:2-08 000 99999999:2-08 000 99999999:2-08 000 99999999:2-08 000 99999999999:2-08 000 99999999:2-08 000 99999999:2-08 000 99999999:2-08 000 99999999:2-08 000 9999999:2-08 000 99999999:2-08 000 99999999:2-08 000 9999999999999999 000 999999999999	Record 1 PPN 05 2-08-06 Modified: 999 93132512013-06-18 0 5525gnShnSiaSjaSkbS -06 -17 20:54:13.000 -11 9669 2DNB masSd1888-1969\$22V Iph MertonS2VIAFSCBrftish pf 2017-06-23 wikipedia.org/wiki/Thor 2017-06-23 wikipedia.org/wiki/Thor 2017-06-23 wikipedia.org/wiki/Thor 2017-06-23 wikipedia.org/wiki/Thor 2017-06-23 wikipedia.org/wiki/Thor 92017-06-23 sb1969-01-015clived\$	0593137 Format I 99999:23-06-17 20:54 0:07:28\$aassigned\$c In\$m \$nn\$oa\$pa\$qa\$ IAF\$2DNB KP wpicist\$2VIAF\$2WKP whttps://ar.wikipedia.or mas_Ralph_Merton\$2V ans_Ralph_Merton\$2V 69\$3public\$2VIAF\$2Dt 69\$3public\$2VIAF\$2Dt 5024115617 52VIAF	الا تجميل (13 Status: 999999999) 10 39 39 39 39 39 39 39 39 39 39 39 39 39	\$2WKP					
History	Index	Delete	Insert	Update	Enter	Transliterate	History	Index	Error Info
Save	Request	Get OCN	Help		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

CBS/ISNI/ISNI Staff, u	ser=MICHAEL DOCHE	RTY (michael), ISNI Qua	lity team (ISNI) (0002)		CBS/ISNI/ISNI Staff,	user=MICHAEL DOCHE	RTY (michael), ISNI Qua	ality team (ISNI) (0002)	
CBS			Full displa	y ISNI ISNI Staff	New record				
Set 2 Hits 1 I Inserted: 9999999922 000 050593137 002 SaTpx 003 5000000005055 008 San51515(55435er 000 999999922-08- 000 99999992-20-08- 000 99999992-20-08- 000 99999992-20-08- 000 99999992-20-08- 000 99999992-20-08- 000 935 000 935 000 935 000 936 000 936 000 936 9370 #SaGBS2/VAFS2 400 0#SaThomas Ra 671 ##SbWikipediaSt 071 #SaWikipediaSt 070 #SaMeton, Tho 700 #SaMeton, Tho	Record 1 PPN 05 2-08-06 Modified: 9999 93132\$12013-06-18 0 33132\$12013-06-18 0 \$525gn\$hn\$ia\$ja\$kb\$i 06 17 20:54:13.000 -11 9669 2DNB mas\$d1888-1969\$2VI mas\$d1888-1969\$2VI/AF52WI 1900 101 900 110 900 92017-06-23 9017-06-23 92017-06-23 904/17100 2017-06-23 904/1888-19 938 Ralph\$d1888-19 917-85284788-19 9401c\$2VI/AF\$2VWF\$\$b1986-01-01\$c1ived\$ \$51969-01-01\$c1ived\$	0593137 Format I 39999:23-06-17 20:54: 0:07:28\$aassigned\$c: n\$m \$nn\$oa\$pa\$qa\$i AF\$2DNB (P ysicist52VIAF\$2WKP uhttps://ar.wikipedia.or mas_Ralph_Merton\$2' mas_Ralph_Merton\$2' mas_Ralph_Merton\$2VIAF\$2DI 39\$3public\$2VIAF\$2DI 39\$3public\$2VIAF\$2DI 20Q4115617 2VIAF	الاعالي 13 Status: 999999999:1 39 (Ssc g/wiki/2\$مالى مرئون:WIA WAF\$2WKP IAF\$2WKP IAF\$2WKP IAF\$2WKP IAF\$2WKP IAF\$2006022103	0-10-11 F\$2WKP	700 1#\$aAllen 910 ##\$aRead 910 ##\$aRich 912 ##\$aOmi 943 ##\$a1991 951 ##\$aOi Pc 671 ##\$gr\$uht	, Deek\$2ISNI th for the light\$2ISI man's world\$2ISN icide\$2ISNI \$2ISNI Jloi (Musical group tps://en.wikipedia.c	NI II)\$2ISNI org/wiki/Oi_Polloi\$	32 ISNI	
History	Index	Delete	Insert	Update	Enter	Transliterate	History	Index	Error Info
Save	Request	Get OCN	Help		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

A 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)
CESIM Full display ISNI ISNI Staff	New record
Set 2 Hits 1 Record 1 PPN 050593137 Format M21 Inserted: 999999992:2-08-06 Modified: ISNI:20-10-17 14:11:21 Status: 99999999:10-10-11 000 050593137 028 a51px 003 \$000000005050503132512013-06-18 00:07:285aassignedSc39 008 san5bj6;da45ec5t2sg15hnSia5ja5k5binSm[SnnSoa5pa5qa5rj5cc 004 9999999:22-08-06 00B ISNI:20-10-17 14:11:21.000 000 9999999:22-08-06 008 ISNI:20-10-17 14:01:01 000 uff8 000 uff 000 wfsaThomas Raiph Meton52CHitish physicistS2VIAFS2DNB 400 0#\$aThomas Raiph Meton52CHitish physicistS2VIAFS2WKP 671 ##\$DWikipedia52017-06-23 20:54:13Suhtps://ar.wikipedia.org/wiki/Thomas_Raiph_Meton52VIAFS2WKP 671 ##\$DWikipedia52017-06-23 20:54:13Suhtps://ar.stalphs1888-196933builc52V/AFS2UXFS2UXFS2UXFS2UXF9	700 1#\$aAlen, 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 Transiterate History Index Error Info Help 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

A Tag 008 is missing	
CBS/JSNI/JSNI Staff, user=MICHAEL DOCHERTY (michael), JSNI Quality team (JSNI) (0002)	CBS/ISNI/ISNI Staff, user=MICHAEL DOCHERTY (michael), ISNI Quality team (ISNI) (0002)
CBSY Full display ISNI ISNI Staff	New record
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 003 50000000050593132512013-06-18 00:07:285aassigned\$c39 003 50000000050593132512013-06-18 00:07:285aassigned\$c39 008 3an\$bj5cj6da5ec3fz5gm5m5ia3j5kb5bn5miSnn5oa5pa5qa5qf5sc 004 999999992:20-0-0 00B ISNI:20-10-17 14:11:21.000 00D 999999999:10-10-11 000 utf8 000 4 00 095aThomas Ralph Metton52UAF52DNB 400 095aThomas Ralph Metton52UAF52DNB 401 #53Mittps://arxii/gedia52017-06-23 20:54:135uhttps://arxii/gedia52017-06-23 20:54:135uhttps://arxii/gedia.org/wiki/Thomas_Ralph_Metton52VIAF52WKP 671 ##50Wikipedia52017-06-23 20:54:135uhttps://sl.wikipedia.org/wiki/Thomas_Ralph_Metton52VIAF52WKP 701 #53Mittps://sl.wikipedia.org/wiki/Thomas_Ralph_Metton52VIAF52WKP 701 #53Mittps://sl.wikipedia.org/wiki/Thomas_Ralph_Metton52VIAF52WKP 701 #53Mittps://sl.wikipedia.org/wiki/Thomas_Ralph_Metton52VIAF52DNB 700 #53Alexton, Thomas Ralph541888-196933public52VIAF52DNB501034212419 700 #53Alexton, Thomas Ralph541888-196933public52VIAF52DNB501034212419 700 ##5alexton, Thomas Ralph541888-19693public52VIAF52DNE501692014752VKP	700 1#\$aAllen, Deek\$2ISNI 910 ##\$aReach for the light\$2ISNI 910 ##\$aRich man's world\$2ISNI 912 ##\$aOmnicide\$2ISNI 943 ##\$a1991\$2ISNI 951 ##\$a0 Polloi (Musical group)\$2ISNI 671 ##\$gr\$uhttps://en.wikipedia.org/wiki/Oi_Polloi\$2ISNI 002 \$aTpx
History Index Delete Insert Update	Leb Transiterate History Index Error Info
Save Request Get OCN Hep	

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

CBS/ISNI/ISNI Staff,	user=MICHAEL DOCHE	RTY (michael), ISNI Qua	lity team (ISNI) (0002)		CBS/ISNI/ISNI Staff,	user=MICHAEL DOCHE	RTY (michael), ISNI Qua	ality team (ISNI) (0002)	_ • • ×
CBS			Full displa	ıy ISNI ISNI Staff	CBS			Full display	y ISNI ISNI Staff
Set 2 Hits 1 Inserted: 99999992: 000 050593137 002 \$aTpx 003 \$a0000000505 004 \$99999922:08 006 ISNL:20-10-17 1: 005 999999920-22:08 008 ISNL:20-10-17 1: 001 Uff8 000 005 #ISNL:20-10-17 1: 001 Uff8 000 Uff8 001 H#SAINCON 1453AI Methon, The 700 ##SaINCON 20:54:13Suhtps://elia 20:54:13Suhtps://elia 20:54:13Suhtps://elia 20:54:13Suhtps://elia 20:54:3Suh	Record 1 PPN 05 22-08-06 Modified: ISNI 93132512013-06-18 0 53259n3hn5la5la5k03 -06 1:1121.000 1-11 9669 2DNB mmas\$211888-1969\$22V alph Merton\$2VIAF\$22W alph Merton\$2VIAF\$22W alph Merton\$2VIAF\$22W alph Merton\$2VIAF\$22W wikipedia.org/wiki/Thor 2017-06-23 wikipedia.org/wiki/Thor 2017-06-24 wikipedia.org/wiki/Thor 2017-06-24 wikipedia.org/wiki/Thor 2017-06-24 wikipedia.org/wiki/Thor 2017-06-24 wikipedia.org/wiki/Thor 2017-06-24 wikipedia.org/wiki/Thor 2017-06-24 wikipedia.org/wiki/Thor 2017-06-24 wikipedia.org/wiki/Thor 2017-06-24 wikipedia.org/wiki/Thor 2017-06-24 wikipedia.org/wiki/Thor 2017-06-24 wikipedia.org/wiki/Thor 2017-06-24 wikipedia.org/wikipedia.org/wikipedia.org/wikipedia.org/wikipedia.org/wikipedia.org/wikipedia.org/wikipedia.org/	0593137 Format I :20-10-17 14:11:21 Sta :20-10-17 14:11:21 Sta 0:07:28\$aassigned\$c: InSmISnnSoaSpaSgaSt IAF\$2DNB KP ysicist\$2VIAF\$2WKP uhttps://ar.wikipedia.or mas_Ralph_Merton\$2V as_Ralph_Merton\$2V insa_Ralph_Merton\$2V insa_Ralph_Merton\$2V insa_Ralph_Merton\$2V insa_Stalph_S2DIG\$2VIAF\$2DI :004115617 :2VIAF	121 tus: 99999999:10-10- الآل الآل الآل الآل الآل الآل الآل الآ	11 F\$2WKP	Set 3 Hits 1 Inserted: ISNI:20-10 000 463567803 002 \$aTpx 003 \$000000004633 008 \$an\$b]\$c]\$da3e 008 ISNI:20-10-17 000 ISNI:20-17 000 ISNI:20-	Record 1 PPN 46 -17 Modified: ISNI:20-10 -17 Modified: ISNI:20-11 567805\$aprovisional\$b sc\$rz\$gn\$hn\$ia\$ja\$kb\$ 4:38:42:000 567803 14:38:42:000 567803 14:38:42:001 567803 14:38:42:001 567803 14:38:42:015 14:38:42:02 567803 14:28:21:01 r\$21:01 r\$21:01 r\$21:01 r\$21:01 uisical group)\$21:01	3567803 Format D-17 14:38:42 Status: IS ino match initial databa InSm SnnSoaSpaSqaSi in.wikipedia.org/wiki/Oj	W21 3NI:20-10-17 ase\$C99 [\$sc _Polloi\$2ISNI	
History	Index Request	Delete Get OCN	Insert Help	Update	History	Index Request	Delete Get OCN	Insert Help	Update

Note that the ${\bf PPN}^4$ 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						
					Fu	ıll 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						
Inserted: ISNI:20-10-17 Modified: ISNI:20-10-17 14:38:42 Status: ISNI:20-10-17 000 463567803 002 \$aTpx 003 \$0000000463567805\$aprovisional\$bno match initial database\$c99 008 \$an\$b]\$c]\$da\$ec\$tz\$gn\$hn\$ia\$ja\$kb\$in\$m \$nn\$oa\$pa\$qa\$r[\$sc 00A ISNI:20-10-17 14:38:42.000 00D ISNI:20-10-17 14:38:42.000 00D ISNI:20-10-17 00U UtB 00X 0 035 ##SIISNI\$0463567803 671 ##\$2017-10-20 14:38:42\$gr\$uhttps://en.wikipedia.org/wiki/Oi_Polloi\$2ISNI 700 ##\$a@Reach for the light\$2ISNI 910 ##\$a@Reach for the light\$2ISNI 910 ##\$a@Reach for the light\$2ISNI 910 ##\$a@Reide\$2ISNI 912 ##\$a@Ormicide\$2ISNI 913 ##\$a0i 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	PN 463567803 Inserted: ISNI:20-10-17 Modified: ISNI:20-10-17 14:38:42 Status: ISNI:20-10-17										
000 463567803											
002 \$aTpx											
003 \$0000000463567805\$aassigned\$c99											
008 \$an\$b \$c \$da\$ec\$tz\$gn\$hn\$ia\$ja\$kb\$in\$m \$	uuo aanauja-jauaaeeeaizaynamaaaaaaaamamamaamaayaayaanase 035 ##\$IISNI\$0463567803										
035 ##\$IISNI\$0463567803	odio org/uild/Oi B	ollo@216NI									
700 1#\$aAllen, Deek\$2ISNI											
910 ##\$a@Reach for the light\$2ISNI											
910 ##sa@Rich man's world\$2ISNI											
912 ##\$a@Omnicide\$2ISNI											
943 ##\$a1991\$2ISNI											
951 ##\$aOi Polloi (Musical group)\$2ISNI											
				۲							
Enter Transliterate History	Index	Error Info	Help								

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

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

🕀 ок

CBS									Full display ISNI ISNI Staff
Set 3 Hits 1	Record 1 PPN 46	3567803 Format I	121						
Inserted: ISNI:20-10-	17 Modified: ISNI:20-10)-17 15:19:04 Status: IS	NI:20-10-17						
Inserted: ISNI:20-10- 000 463567803 002 \$aTpx 003 \$00000004635 008 \$an\$bl5c[\$da\$e 00A ISNI:20-10-17 00D ISNI:20-10-17 00D ISNI:20-10-17 00D Utf8 00X 0 035 ##\$ISNI\$04635 671 ##\$2017-10-20 700 1#\$aAIlen, Deek 910 ##\$a@Rich mar 912 ##\$a@Ormidid 943 ##\$a091\$2ISN 951 ##\$a0I Polloi (M	17 Modified: ISNI:20-10 67805\$12017-10-20 1 5f25gn\$hn\$ia\$ja\$kb\$ 5:19:04.000 37803 14:38:42\$gr\$uhttps://e S2ISNI 14:38:42\$gr\$uhttps://e S2ISNI 14:38:42\$gr\$uhttps://e S2ISNI 14:38:42\$gr\$uhttps://e S2ISNI 15:00 10:0	h-17 15:19:04 Status: IS 5:19:04\$aassigned\$c5 In\$m \$nn\$oa\$pa\$qa\$u n.wikipedia.org/wiki/Oj	NI:20-10-17 9 \$sc _Polloi\$2!SNI						
History	Index	Delete	Insert	Update	Save	Request	Get OCN	Help	