

09 Create a new BIBFRAME Instance from template created in previous exercise

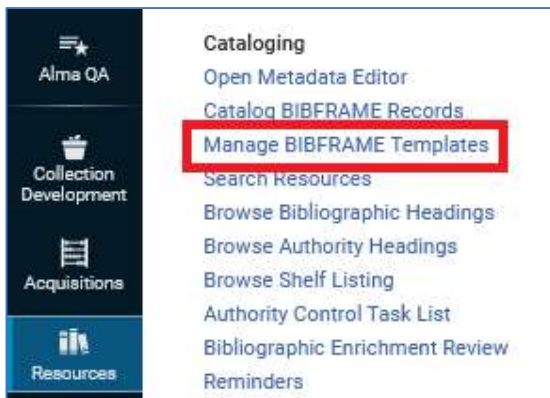
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The purpose of this exercise is to see how to create a new Instance from a template. We already learned how to edit and add fields to an Instance when we did the exercise "Create a new BIBFRAME Instance from scratch for the Work we created". Here we are focusing on using the template.

In this exercise we will create a BIBFRAME Instance from a template, fill in the title, then add a section and then add a standalone field. After saving and releasing the record we will search for and retrieve it.

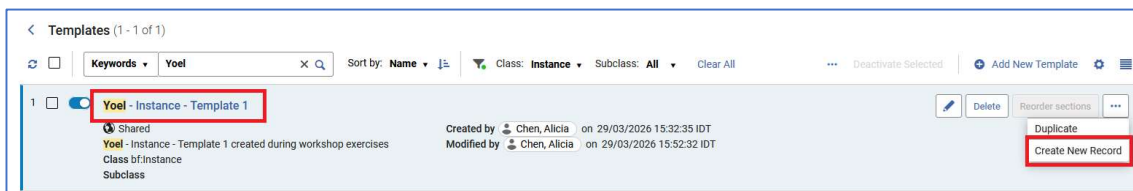
ONE

Access the "Manage BIBFRAME templates" page at "Resources > Cataloging > Manage BIBFRAME templates"



TWO

Retrieve the template for an Instance which we created in a previous exercise and choose "Action Items > Create New Record"



THREE

Fill in the title with any title (and remember it because we will use it later). Typically this would be a title which is similar to or identical with the Work to which we will soon link this Instance

FOUR

Scroll to the field "Instance of" and use the 'Lookup' to search for the Work which we previously created and select it so that this Instance is in an Instance of the Work:

FIVE

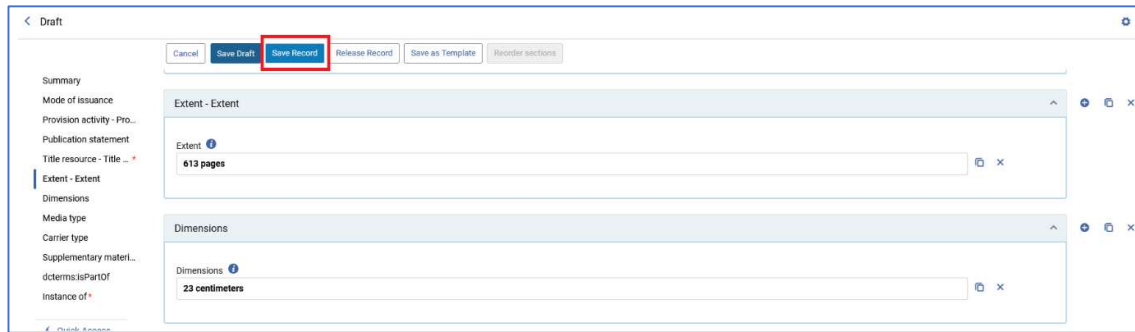
Fill in the Extent and Dimensions:

SIX

Fill in any existing fields and add any additional fields as desired as we did when creating the Instance from scratch

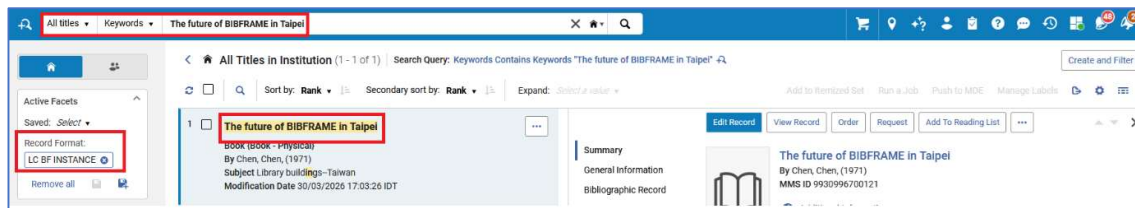
SEVEN

On the top click "Save Record"



EIGHT

Search for the new Instance and confirm that it can be retrieved.



Exercise complete