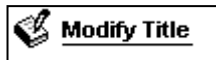## Adding 521 Lexile Tag

Lexile levels are searchable in ISearch and Fetch. Follow the directions carefully to be sure you'll get results when you search.

You will find a lot of information about Lexiles at http://www.lexile.com/. There is a quick book search feature which allows you to search by title or author to locate the Lexile level of a book.
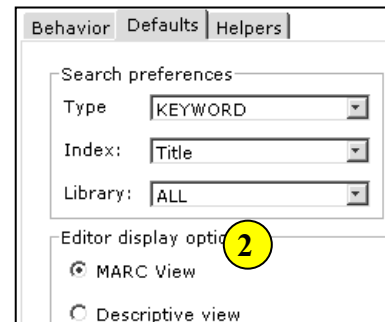
1. ***Click*** on Cataloging Wizard.

2. ***Set properties***

    - ***Right Click*** on the Modify Title Wizard.
    - ***Change*** the properties to MARC View.

    Click on Modify Title Wizard.
    Modify Title: screen displays.

3. ***Locate*** the title you want to modify. ***Click*** Modify.
    Modify Title screen displays.

4. ***Update or add an 040 tag***.

    a. Add subfield d (|d) with your LC/NUC code to the 040 tag. There can be more than one |d.
    b. If you do not know your code, it can be found at http://lcweb.loc.gov/marc/organizations/
       • If there is no 040 tag, create one and enter your code in subfield a of the 040.

5. ***Add a 521 tag.***

    a. ***Click*** on the highest *tag* before 521.
    b. ***Right mouse click*** and ***select*** Add Field After.
    c. ***Type*** 521 in the newly created tag.

    d. ***Press*** tab.
    e. Type 8 for the first indicator.

    f. ***Press*** Tab and ***enter*** the Lexile number followed by |bLexile

6. ***Click*** Save.

7. ***Click*** on Call Number/Item Tab if modifications are needed to item or call number information.

8. ***Save*** your changes.
    NOTE: *Do not make any changes on the Control Tab.*