[Title of Collection/Workflow]

Records

Records are available at: [enter a URL and/or explain where and how to get the records.]

Additional Information

[Include additional information about the records. Also think about including information about the package itself, the quality of the records, or anything else that might be of importance when editing the records.]

Procedure

Make the following changes:

ELEMENT	LABELS AND NOTES
[MARC Field Tag or element to edit]	**[MARC Field Name or name of element to edit]** [Include edits that need to be made to this particular field or element. Also consider including any local decisions that have been made for this field or element for this particular collection.] [The level of detail contained in this will be based on the level of detail need for this package and for your institution.]
[MARC Field Tag or element to edit]	**[MARC Field Name]** [Repeat for the next field or element that needs edits and continue until you have documented all the necessary edits for this package.]
	Example

245	**Title and Statement of Responsibility**
	
	Delete $h:
	    (=245.*)\\$h\\[electronic resource\\]
	    $1