# Record Structure in Sierra

Understanding how Sierra fits records together is instrumental in understanding how Create Lists works. Certain types of records store certain types of information, depending on the entities in your collection that they represent. For the sake of simplicity, we will only focus on the most frequently searched types of records.

Attached records:

**Item** and **order** records are referred to as “attached” records because they are associated with a bibliographic record. These records do not contain any bibliographic information themselves. Instead, they represent different types of holdings for a particular title.

Bibliographic (“Bib”) Records

Record number: .b\_\_\_\_\_\_\_ (Always begins with a “b”)

Represents a work. Contains title, author, publication information, subject headings, and other access points.

Examples:

* *Waiting for Godot*by Samuel Beckett, published in 2011 by Grove
* The *New York Times*, a daily newspaper

Fund records

Represents money budgeted for a certain library expense.

Example:

*Waiting for Godot* paid with fund for World Literature

Order Records (.o\_\_\_\_\_\_\_ )

Represents an order to a vendor for a thing.

Example:

Order for a new copy of *Waiting for Godot* from Amazon

Vendor records

Represents vendor from whom order is purchased

Example:

Amazon supplies new *Waiting for Godot* copy

Patron Records (.p\_\_\_\_\_\_\_ )

A person who can check out items. These are independent from bibs and temporarily attach themselves to items when they are checked out.

Example:

Doe, Jane checks out the library copy of *Waiting for Godot*

Item Records (.i\_\_\_\_\_\_\_)

Represents the thing on the shelf.

Example:

Library copy of *Waiting for Godot*, with barcode 000124356