Discover how to add a note subfield to an existing 500 or 590 field in the LBD record.

**Add a 500 note field**

1. Navigate to Record Work Lists > LBD and then click the **Record Work List ID** to which you want to add a 500 note field.
2. From the LBD - Record Work List screen, select **Add 500 Or 590 Note Field** from the Script Name drop-down list.
3. Select **500** from the Field drop-down list.
4. For Subfield(s) to Add, select a subfield from the drop-down list and then enter the **note text** in the Text form field.
   a. **$a** - General note
   b. **$3** - Materials specified
   c. **$5** - Institution to which field applies
5. (Optional) To enter additional subfields, click the **Add button** and then repeat step 4.
6. Select the **LBD record(s)** to which you want to add the note field.
   Note:
   ◦ To select all records on the current page of results, select the **check box** at the top of the table.
   ◦ To select all records in the work list, click Actions > Edit > All Target Records.
7. (Optional) Preview selected records with the script change.
   a. Select up to 25 records to which you want to apply the script change.
   b. Click Actions > View Records > Preview Records with Script Changes. The View LBDs - Preview Records with Script Changes screen displays the selected records after the script change including any validation errors.
   c. Click View Current Records to view the selected records in their current state. From the View LBDs - Current Records screen, click Preview Script Changes to return to the Preview LBD Records - Records with Script Changes screen.
   d. Once you have confirmed the script changes appear as expected, click Back to List.
   e. (Optional) Select a different set of records (up to 25) and repeat steps a through d.
8. Click Actions > Edit > Selected Target Records.
9. Click **Apply** in the Apply Script dialog window. The script running process is asynchronous. The time it takes to run varies depending on how many records you are editing. While the process is running, you can perform other actions in Record Manager outside of LBD Records tab in the Record Work Lists screen.

A confirmation message appears identifying how many records successfully updated or failed to update when the script has finished running.
Add a 590 note field

1. Navigate to Record Work Lists > LBD and then click the Record Work List ID to which you want to add a 590 note field.
2. From the LBD - Record Work List screen, select Add 500 Or 590 Note Field from the Script Name drop-down list.
3. Select 590 from the Field drop-down list.
4. Select the Note Privacy.
   a. No Information Provided
   b. Private
   c. Public
5. For Subfield(s) to Add, select a subfield from the drop-down list and then enter the note text in the Text form field.
   a. $a - Local note
   b. $3 - Materials specified
6. (Optional) To enter additional subfields, click the Add button and then repeat step 4.
7. Select the LBD record(s) to which you want to add the note field.
   Note:
   ◦ To select all records on the current page of results, select the check box at the top of the table.
   ◦ To select all records in the work list, click Actions > Edit > All Target Records.
8. (Optional) Preview selected records with the script change.
   a. Select up to 25 records to which you want to apply the script change.
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   c. Click View Current Records to view the selected records in their current state. From the View LBDs - Current Records screen, click Preview Script Changes to return to the Preview LBD Records - Records with Script Changes screen.
   d. Once you have confirmed the script changes appear as expected, click Back to List.
   e. (Optional) Select a different set of records (up to 25) and repeat steps a through d.
9. Click Apply in the Apply Script dialog window. The script running process is asynchronous. The time it takes to run varies depending on how many records you are editing. While the process is running, you can perform other actions in Record Manager outside of LBD Records tab in the Record Work Lists screen.

   A confirmation message appears identifying how many records successfully updated or failed to update when the script has finished running.

Find a failed record

If a record failed to update, the confirmation message provides a status.

To locate the failed record:

1. Select Included Status(es) from the Filter by drop-down list.
2. Select the **status of the failed record** from the drop-down list.
3. Click **Filter** to locate the failed record.