Adding items to existing bib records

1. Open Workflows.

2. Click on the "cataloging" tab.

3. If you are working on a specific area of your collection, for example, videos and DVD's, you can RIGHT click on "call number and maintenance" and set up the defaults so you won't have to change things every time. For example: type=video-DVD, location: video or DVD. Click ok when finished.

4. Click on "call number and item maintenance".

5. Search for the item using the ISBN, title or author. (ISBN is the easiest and is usually scannable)

6. If needed, highlight the record you wish to look at from the list if one comes up.

7. Click the Bibliographic tab at the top and check the record to be sure it matches the item in your hand. The main things to check are: author (100 field), title (245 field), publisher and date (260 field), paging or minutes (300 field) Videos and sound recordings may have a number on the spine or on the CD that should match info in the record.

8. If everything matches, click back on the "call number and item" tab and highlight one of the holdings of another library. You won't be harming one of their records you will be adding one for your library.

9. Click "add call number" at the bottom of the screen. DO NOT click "add item" as this will add a second copy to the one you highlighted!

10. Your library should come up in the next box. Click OK.

11. Make needed changes to the item record that comes up. Most of the information should be filled in already if you preset your properties. If not, correctly fill in type, location, price (if you want to fill in) and be sure Item cat 2 is filled in.

12. In the "item ID" either put your barcode in the item and scan or fill in AUTO to get an auto-generated number (write this on the pocket or somewhere on the item)

13. Click "save" if it is not grayed out.

14. Click "return to search" to start another search.

15. If you need to change the call number (this should match what is on your item) click on the line ABOVE the item ID you just added. The call number will appear on the right. Just edit it and click "save" at the the bottom of the screen.