Cataloging an Original Record

Create a new record

- 1 Empty
- 2 Books with added fields
- 3 Computer File CDROM
- 4 Map
- 5 Kit
- 6 Score/Sheet Music
- 7 Serial magazine
- 8 Music CD
- 9 Audiobook
- 10 Video DVD
- 11 Video VHS
- 12 Catalog / Upload PDF Document

New Record | Edit Template | Delete Template
Cataloging an Original Record

Cataloging an original Step 2

Add fields and subfields as needed
When done go to Holding
Record to record call #, barcode
and any other local information

Required field is minimally a title field
Cataloging an Original Record

I have edited bibliographic portion and will now edit Holding record.
Cataloging an Original Record

Cataloging an original Step 4

Edit call number fields as needed and a barcode number

This example shows a DVD in area of Philosophy (120.29)

Barcode (required)
Cataloging an Original Record

You have entered appropriate information (call #, barcode, price etc)

Click Save & Exit