



Cataloging: Adding Magazines (from scratch)

Once the MARC record (or bib) has been captured and saved to the catalog, do the following:

- 1) Select the Cataloging wizard group.
- 2) Click Call Number/Item Maintenance.
- 3) Search for the MARC record. Depending on your search, Workflows will either display the record or present a choice of titles. If given a choice, highlight the record and click the 'Modify' button at the bottom of the screen. Your screen should resemble the following:

The screenshot shows the 'Call Number/Item' tab in a cataloging interface. On the left, a tree view shows 'PC world magazine -' with a sub-entry 'XX(23588.1) - LNHS' selected. The main panel displays 'Call number information' with the following fields: Call number: XX(23588.1), Class scheme: ATDEWEYLOC, Call library: LNHS, and Shelving key: XX(23588.1). There is also a checkbox for 'Shadow call number' which is unchecked.

- 4) The XX call number record above was added automatically when the bib was captured. Forget about it for now and click the 'Add Item' button at the bottom of the screen, then enter the item record information. Your screen should resemble the following:

The screenshot shows the 'Call Number/Item' tab with the 'Add Item' button clicked. The tree view now shows 'PC world magazine -' with a sub-entry 'XX(23588.1) - LNHS' and a further sub-entry '- 1 - NONFICTION - AVAIL' selected. The main panel displays 'Call number information' (Call number: XX(23588.1), Class scheme: ATDEWEYLOC, Call library: LNHS, Shelving key: XX(23588.1)) and 'Item information' with the following fields: Item ID: (empty), Copy number: 1, Type: NONFICTION, Item library: LNHS, Shelf location: AVAILABLE, Current status: AVAILABLE, Material type: BOOK, Funding source: (empty), Media desk: (empty), Number of pieces: 1, Total checkouts: 0, and Price: \$0.00.

- 5) Note the record structure above in the white window pane. At the top is the bib record. Indented below it is the XX call number record which will be edited later. At the bottom is the item record. The system defaults to NONFICTION, so you will have to change that.

In the item information section, start at the upper right and, proceeding clockwise, do the following:

- Confirm proper entry of item library.
- Select a funding source if you wish.
- Enter the price.
- Select periodical material type.
- Select periodical type (item group).
- Enter or scan the item ID (barcode).
- Click the 'Save' button at the bottom of the screen if you entered the barcode manually.

If you scan the barcode, do that last because the carriage return programmed into the scanner will save the item record and present a screen that resembles the following:

The screenshot shows a library catalog interface. On the left, a tree view displays the hierarchy: 'PC world magazine' > 'XX(23588.1) - LNHS' > '30800140001808 - 1 - PERIODICAL'. The right pane is titled 'Call number information' and 'Item information'. The 'Call number information' section includes a 'Call number' field with 'XX(23588.1)', a 'Call library' dropdown menu set to 'LNHS', and an unchecked 'Shadow call number' checkbox. The 'Item information' section includes an 'Item ID' field with '30800140001808', a 'Type' dropdown menu set to 'PERIODICAL', a 'Shelf location' dropdown menu set to 'AVAILABLE', and a 'Material type' dropdown menu set to 'PERIODICAL'.

- 6) Notice how the record structure in the white window pane above has changed. The item record is done. Now you can edit the call number record. In the Call number information section, place your cursor in the Call number box. Remove the XX call number and insert the magazine date in the YYYY-MM-DD or YYYY-MM format, then click the 'Save' button at the bottom of the screen. The Save button will gray out once the record has been saved. Your screen should resemble the following:

The screenshot shows the same library catalog interface as before, but with the call number updated. The tree view now shows '2008-09-01 - LNHS' > '30800140001808 - 1 - PERIODICAL'. In the 'Call number information' section, the 'Call number' field now contains '2008-09-01' and the 'Call library' dropdown menu remains set to 'LNHS'. The 'Item information' section remains unchanged from the previous screenshot.

- 7) To add additional issues to the catalog, consult the document: Adding Additional Magazine Issues to a Record.