



## Cataloging: Adding Additional Magazine Issues to a MARC Record

If you already have the MARC record (referred to as 'bib') with at least one call number and item record attached, follow these steps:

- 1) Select the Cataloging wizard group.
- 2) Click Call Number/Item Maintenance.

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 a cataloging interface. On the left, a tree view displays the following structure:

- PC world magazine -
  - 2008-09-01 - LNHS
    - 30800140001808 - 1 - PERIODICAL -
  - 2008-09-15 - LNHS
    - 30800140001774 - 1 - PERIODICAL -

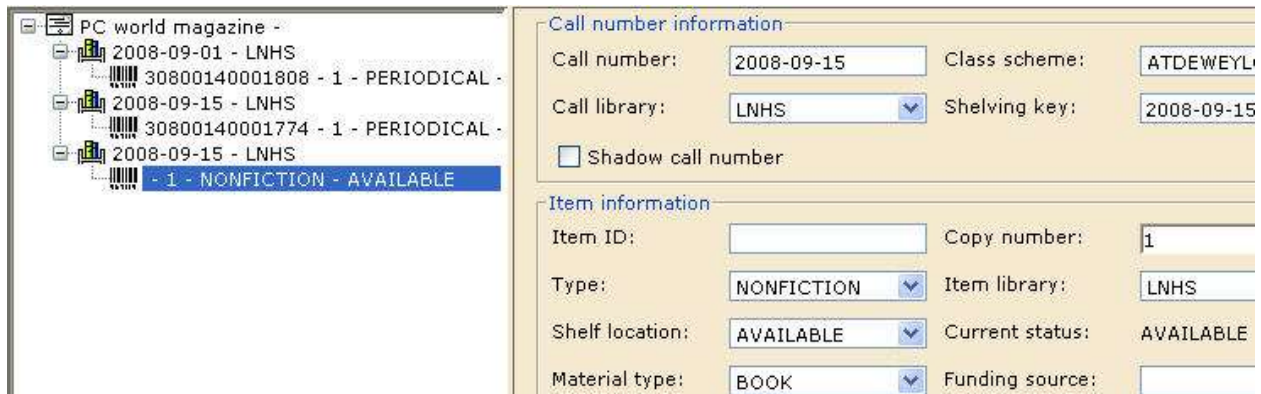
The right pane shows the 'Call number information' and 'Item information' sections:

- Call number information:**
  - Call number: 2008-09-15
  - Call library: LNHS
  - Shadow call number
- Item information:**
  - Item ID: 30800140001774
  - Type: PERIODICAL
  - Shelf location: AVAILABLE
  - Material type: PERIODICAL

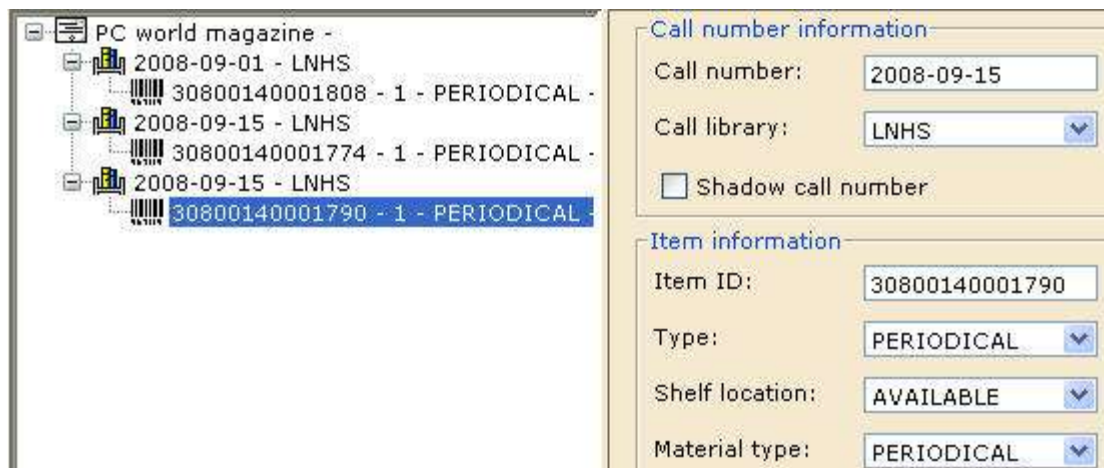
- 3) Note the record structure above in the white window pane. At the top is the bib record. Indented below it is the first call number record for the September 1 issue. Directly beneath it is the item record. There is also another call number and item record for the September 15 issue. To add additional issues to the catalog, click the 'Add Call Number' button at the bottom of the screen, and a popup window will display:

The screenshot shows a popup window titled "Add Volume: Library for new call number". It contains a dropdown menu labeled "Library for new call number:" with "LNHS" selected. Below the dropdown are "OK" and "Cancel" buttons.

- 4) Choose the appropriate building code and click OK. Your screen should resemble the following:



- 5) Note that Workflows merely copied an existing call number record to a new entry and inserted a temporary item placeholder defaulting to NONFICTION. In the item window pane, do the following:
- 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:



- 6) Notice how the record structure in the white window pane above has changed. 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:



Once the call number has been modified and saved, Workflows re-sorts the call number records to display in ascending order. Current status of all items can be determined at a glance.