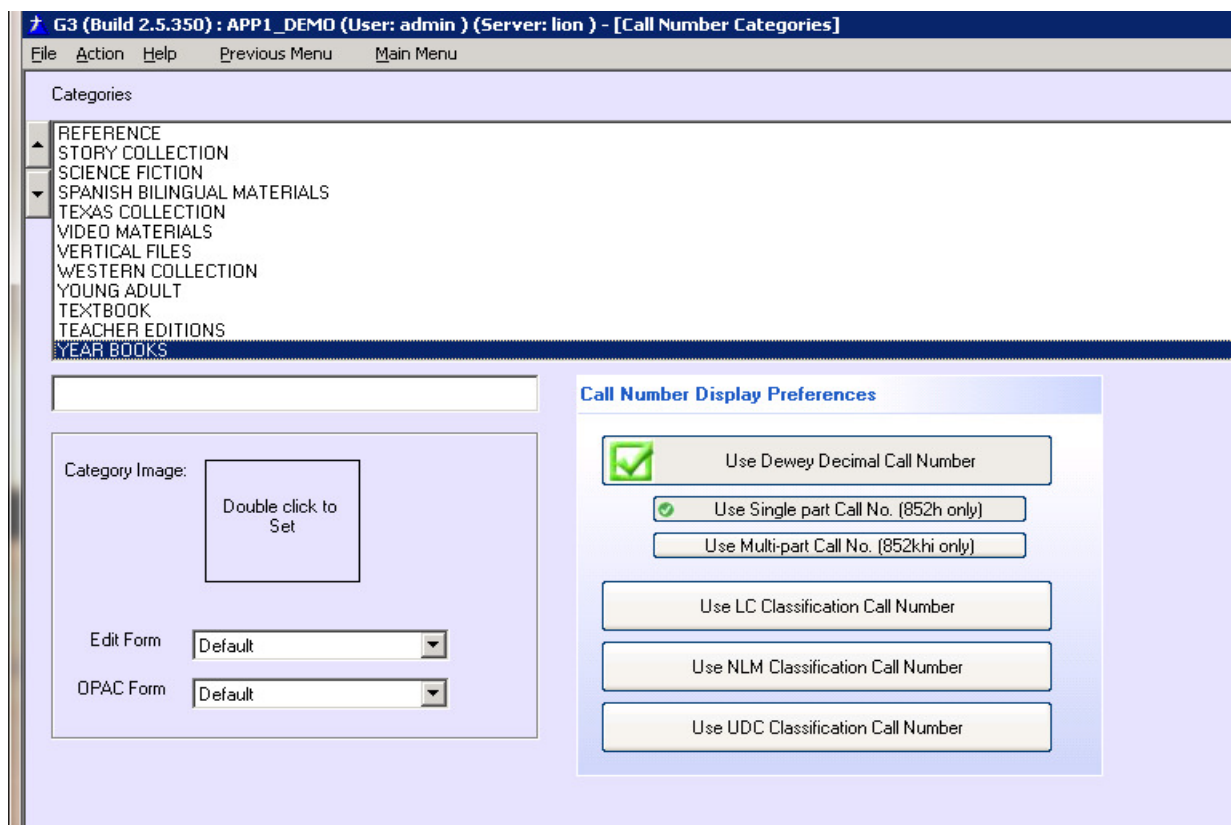Creating a new Call Number Category and adding or changing its Category Image:
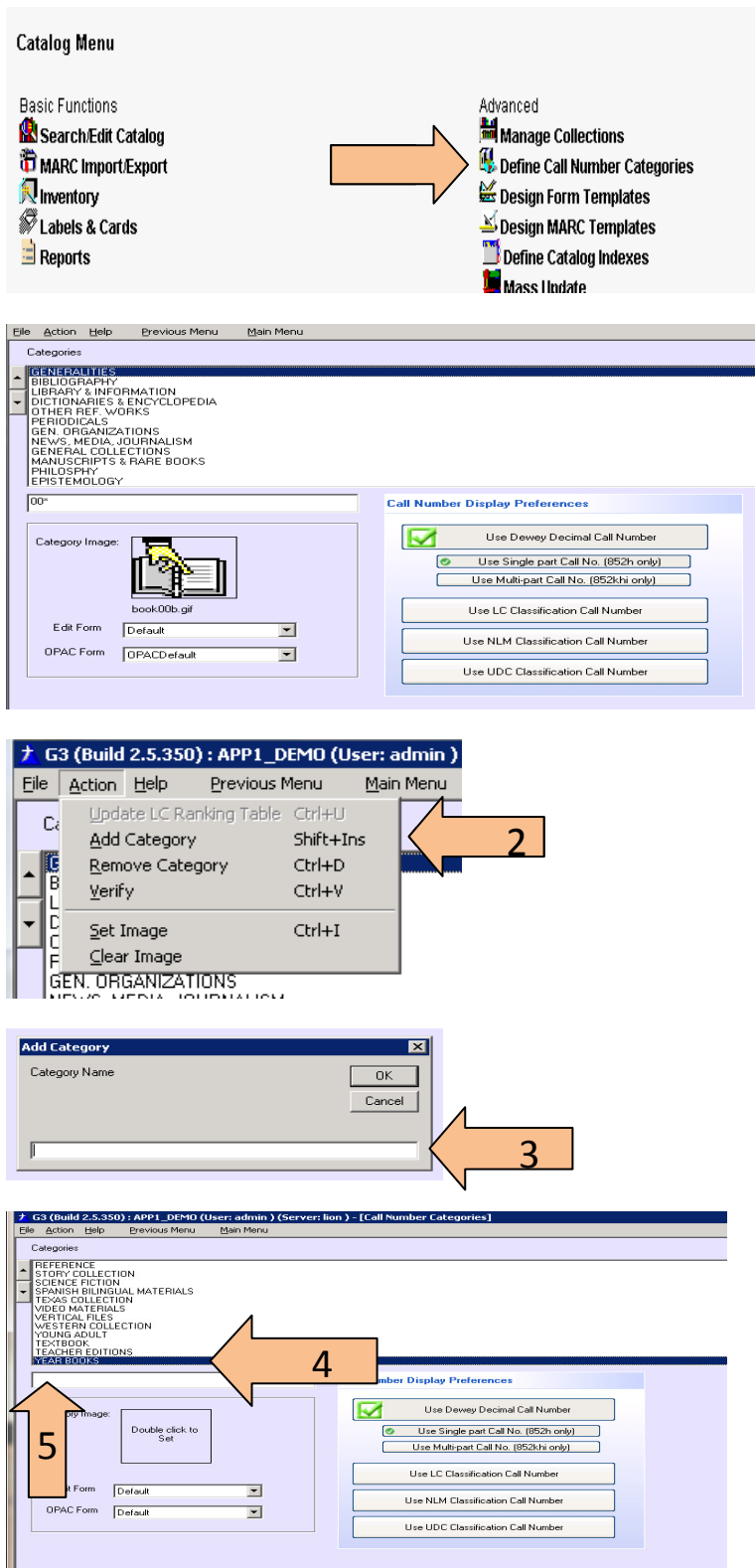
Adding, Changing or Removing Call Number Categories requires a basic understanding of how this area of the program functions.

The display of MARC record for use in cataloging or viewing through the library catalog is totally dependent on how this area is configured;

- The program MARC record is tied to the Call Number parts or the Call Number Classification Part. When a single part Call No. is desired the 852 Tag and h Subfield are used, when a collection uses a Multi-part Call No. the 852 Tag and the Subfields k, h and I are used. The program can also use the LC Classification Call Numbering system as shown in the above figure.
- The program allows for the use of a small Category Image that is used to create an Identity of any specific item being cataloged and provides a common association of search results when items are viewed in the library catalog. Category Images are available for download from our web-site.
- This area through the Call Number category also associates the proper cataloging template for manually entering different types of materials (MARC records) and a Library Catalog (OPAC) template for displaying easy to understand search results.
- Templates for the different library materials have been preconfigured and come with the program, any template can be modified and new templates can be created using the "Design Form Templates".

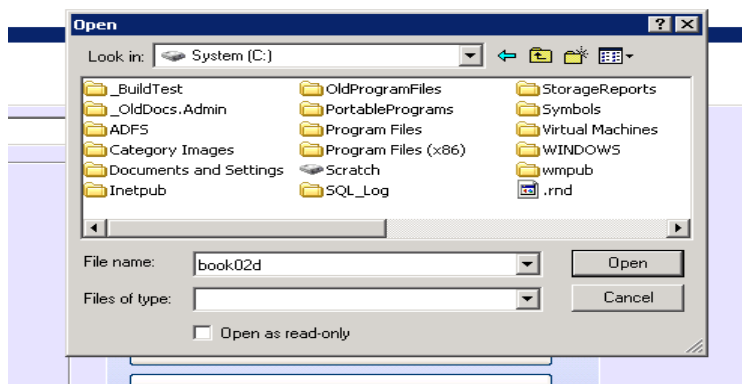Creating a new Call Number Category and adding or changing its Category Image:

Catalog Menu

Basic Functions
- Search/Edit Catalog
- MARC Import/Export
- Inventory
- Labels & Cards
- Reports

Advanced
- Manage Collections
- Define Call Number Categories
- Design Form Templates
- Design MARC Templates
- Define Catalog Indexes
- Mass Update

File Action Help   Previous Menu   Main Menu

Categories
GENERALITIES
BIBLIOGRAPHY
LIBRARY & INFORMATION
DICTIONARIES & ENCYCLOPEDIA
OTHER REF. WORKS
PERIODICALS
GEN. ORGANIZATIONS
NEWS, MEDIA, JOURNALISM
GENERAL COLLECTIONS
MANUSCRIPTS & RARE BOOKS
PHILOSPHY
EPISTEMOLOGY

00*

Category Image:
book00b.gif
Edit Form   Default
OPAC Form   OPACDefault

Call Number Display Preferences
- ✔ Use Dewey Decimal Call Number
- Use Single part Call No. (852h only)
- Use Multi-part Call No. (852khi only)
- Use LC Classification Call Number
- Use NLM Classification Call Number
- Use UDC Classification Call Number

G3 (Build 2.5.350) : APP1_DEMO (User: admin)

File Action Help   Previous Menu   Main Menu

Update LC Ranking Table   Ctrl+U
Add Category   Shift+Ins
Remove Category   Ctrl+D
Verify   Ctrl+V
Set Image   Ctrl+I
Clear Image

GEN. ORGANIZATIONS
NEWS, MEDIA, JOURNALISM

2

Add Category
Category Name   OK
                                 Cancel

3

G3 (Build 2.5.350) : APP1_DEMO (User: admin) (Server: lion) - [Call Number Categories]

File Action Help   Previous Menu   Main Menu

Categories
REFERENCE
STORY COLLECTION
SCIENCE FICTION
SPANISH BILINGUAL MATERIALS
TEXAS COLLECTION
VIDEO MATERIALS
VERTICAL FILES
WESTERN COLLECTION
YOUNG ADULT
TEXTBOOK
TEACHER EDITIONS
YEAR BOOKS

4

Double click to Set

5

Edit Form   Default
OPAC Form   Default

...number Display Preferences
- Use Dewey Decimal Call Number
- ✔ Use Single part Call No. (852h only)
- Use Multi-part Call No. (852khi only)
- Use LC Classification Call Number
- Use NLM Classification Call Number
- Use UDC Classification Call Number

1. *Select the Main Menu Catalog Management button and then click on the "Define Call Number Categories" selection.*
2. *Select "Action" from the menu bar, select the action item – Add Category, Remove Category or Verify, to change/modify an existing Category simply select from the displayed Categories' List.*
3. *When selected **"Add Category"** displays a description field, add the category name into this field and click the OK button. The new description will be added the bottom of this list.*
4. *Locate the new Category from the list and begin by adding the Call Number*
5. *Add the Call Number acronym or 852h Classification part to this field. Ex. For Year Books; YEAR* YE * you might ask why the asterisk * this is a Wildcard symbol to the program and allows the program to include any trailing letters to be included in a search. Let's say the Call No. is YE 1996 YEAR* would not be recognized YE 1996 no more than YE * would recognize Year, however YE* would because of the absence of the space between the YE and the *, spaces are significant.*
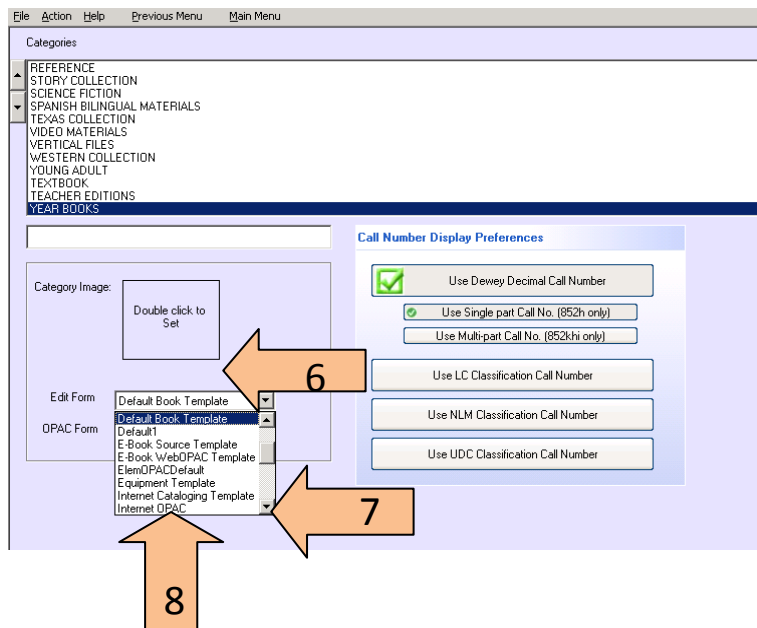
Creating a new Call Number Category and adding or changing its Category Image:
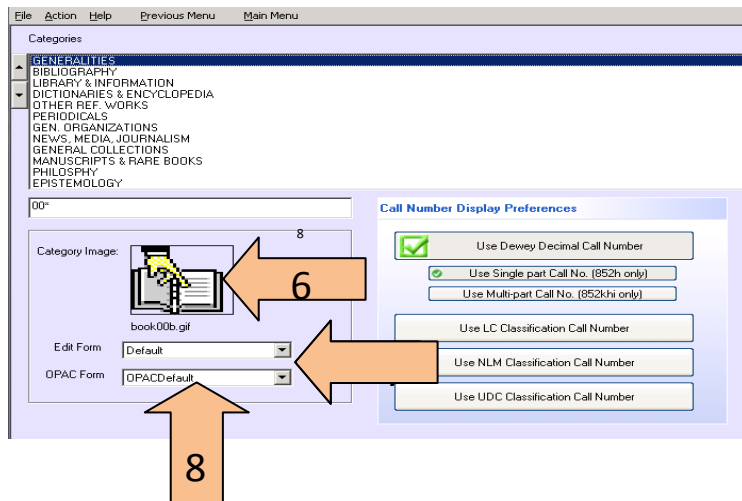
6. Add the appropriate Category Image, images should not be larger than 42 X 42 pixels in size. Hosted customers will find a Category Images folder on their Server System C drive.

7. Select the Edit Form and the OPAC Form. Use the drop down menu to pick the appropriate template. Templates are available for different material formats, Maps, Video, Books, Audio, etc.

<u>Creating a new Call Number Category and adding or changing its Category Image:</u>