

How to enter a book manually

The library program does contain alternate methods for adding new materials to the library catalog. Manual entry is always an option when an item cannot be found using alternate methods.

Cataloging features are affected by the Build/Version of your Library program and Internet connectivity to the library workstation.

Some Alternate options that are within the Catalog Menu:

- ✓ Pick and Pull – Free MARC
- ✓ Easy Cataloging with global MARC Match

Manual Entry:

Step 1: Begin using the Back Office Main Menu and select Catalog Management, then choose Search/Edit Catalog.

Step 2: Click on [Action], at the top left of this screen. Then click on Add Record and pick Simple Form.

Step 3: When the Select Template box appears, use the Default Book Template (other templates are available for cataloging different materials) and click on [OK].

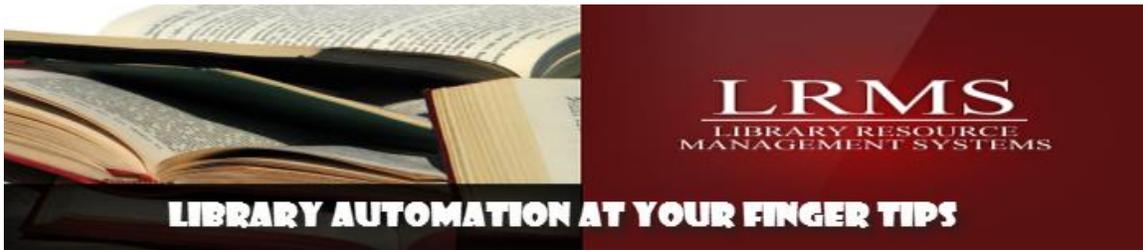
Step 4: When Select Collection box appears, click on [OK] for Main Collection, unless you want your book to be in a different collection. If so, choose the appropriate collection.

Step 5: The next screen you will presented with the Book Form (the Default Book Template). Select or confirm the Collection that will have this item cataloged into, most items are added into the Main Collection. The library program can have and support multiple or Special Collections.

Step 6: Fill in the fields (i.e. type the Full Call Number, ISBN, Title Description, Author, etc.). . Note: In the Author field, type the Author's name as: last name first, comma, first name. The program will create a MARC or Brief MARC record using the data you have entered. The fields marked with ** indicates minimally required field information (see note at bottom of template.

Step 7: When the fields' are completed then click on [View] at the top left of the screen and click [Holdings].

- ✓ The [Edit Holdings] window appears, click on [Add New Holdings] or Change Holdings if modifying and the cursor will be move to the Barcode field if you select Auto Number Barcode? The program adds the next unused system number as a Bar code. Manual entry - type in your barcode number (for that book); you can scan the barcode number in if you have the barcode label. If not, you can just type the barcode number into the barcode field. Continue filling out the remaining appropriate fields: Acquisition Date: (shows current day you can type over this date if necessary) Cost (add without a \$ sign; Ex: 10.00)
- ✓ Circ Code: (0 zero is normally the default for regular circulated items, use the menu)



- ✓ Loc Code: (can be the library or room or shelf location)
- ✓ Vendor Code: (use the menu to add the description of the Vendor add additional through Maintain Holdings codes)
- ✓ Owner Code: (Who owns the item being cataloged, use the menu)
- ✓ Copy Status: A (for Available is auto added) Make sure you always use the copy status as A (for Available) when entering in a book manually, because after you get it entered in, it will be Available for check-out. When an item is in circulation to a borrower “Never change” any copy Status code of O –Out within the Holdings of a record when an item becomes lost. Items that become lost are managed through the Circulation Screen of the Borrower Account.
- ✓ Fund Code: (where did the funds for purchases come from, this can be a number or text description. Use the menu.. Note: All of these fields here are called your local information, so YOU must decide what goes in each field.

Step 8: After you have these appropriate fields filled in, click on the [SAVE] button within this window. A “Success” box that says: Record Saved Successfully appears.

- ✓ Click on [OK] then click on the [X] in the upper right corner of the Edit Holdings window to close this window. Now click on [File] in the upper left corner and click on [Save] and this will save your record you just entered in.
- ✓ Note: If you get a box that says: [Authority Check], this means that you have entered either a Subject or Author that is not listed within the Subject or Author Authority tables in your program. What you will need to do is, click on the [Add] button within the Authority Check window to add your subject or Author to the Authority table.
 - If you do not get the box that says: [Authority Check], that means the Author and/or Subject you entered when entering in the book, is already in the Authority table and you do not have to add it.

Final Note: If you want to look up the book you just entered in manually to make sure it is in your collection, while on the Catalog Search Screen (which is where you should still be after you have saved your book), choose your [Main Collection], then type the title of the book in the long white field on the right & press the [ENTER] key on your keyboard or click on the Show last 5 entered button and you will see your new book entry in the list below.

- ✓ Hooray, you did it!!
 - FYI: Any screen you are on should also provide a simplified description for [HELP] by pressing [F1] on your keyboard or clicking the Help within the menu bar at the top of the screen..