IMPORTING, MERGING, ADDING AN ITEM

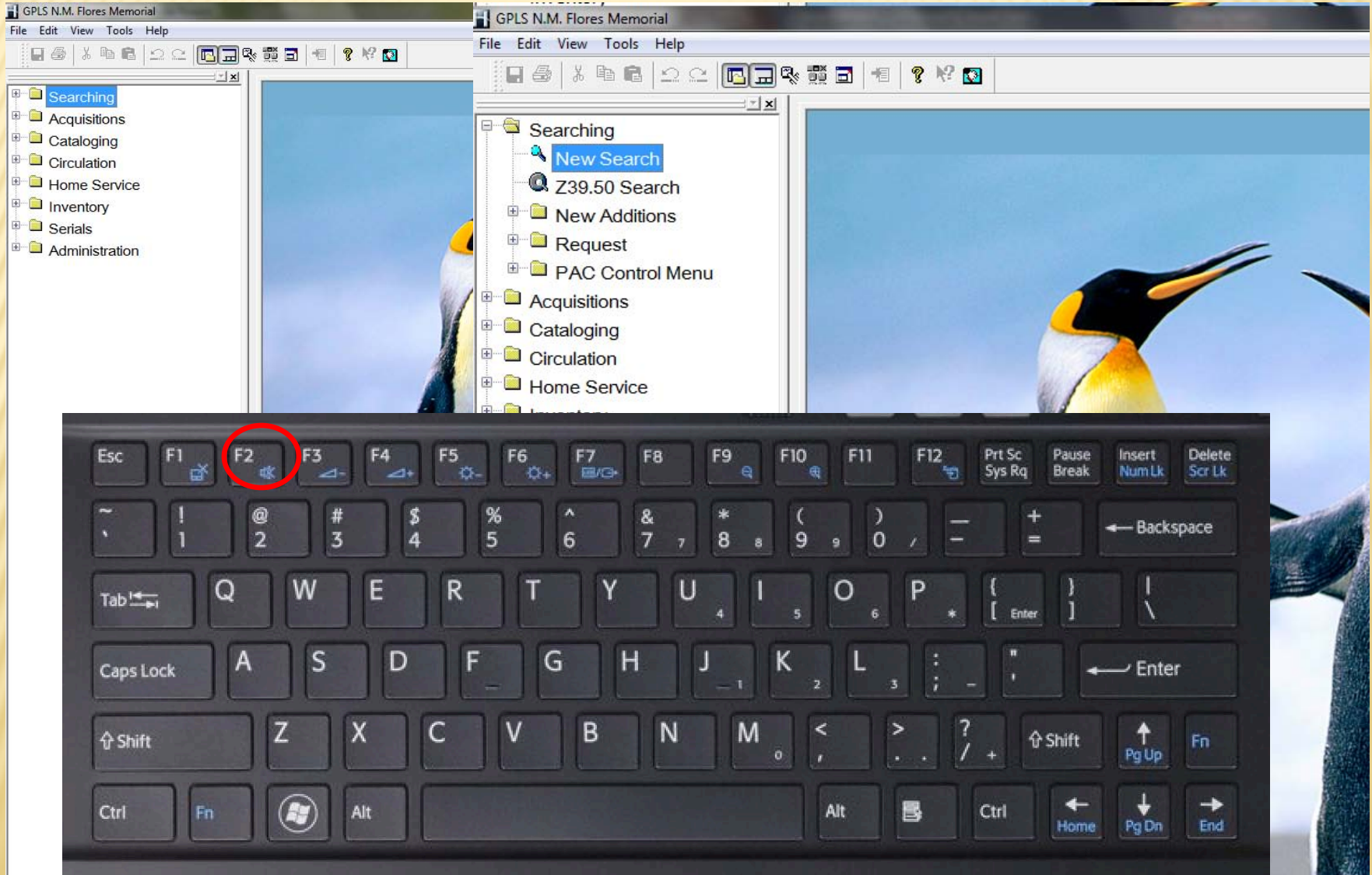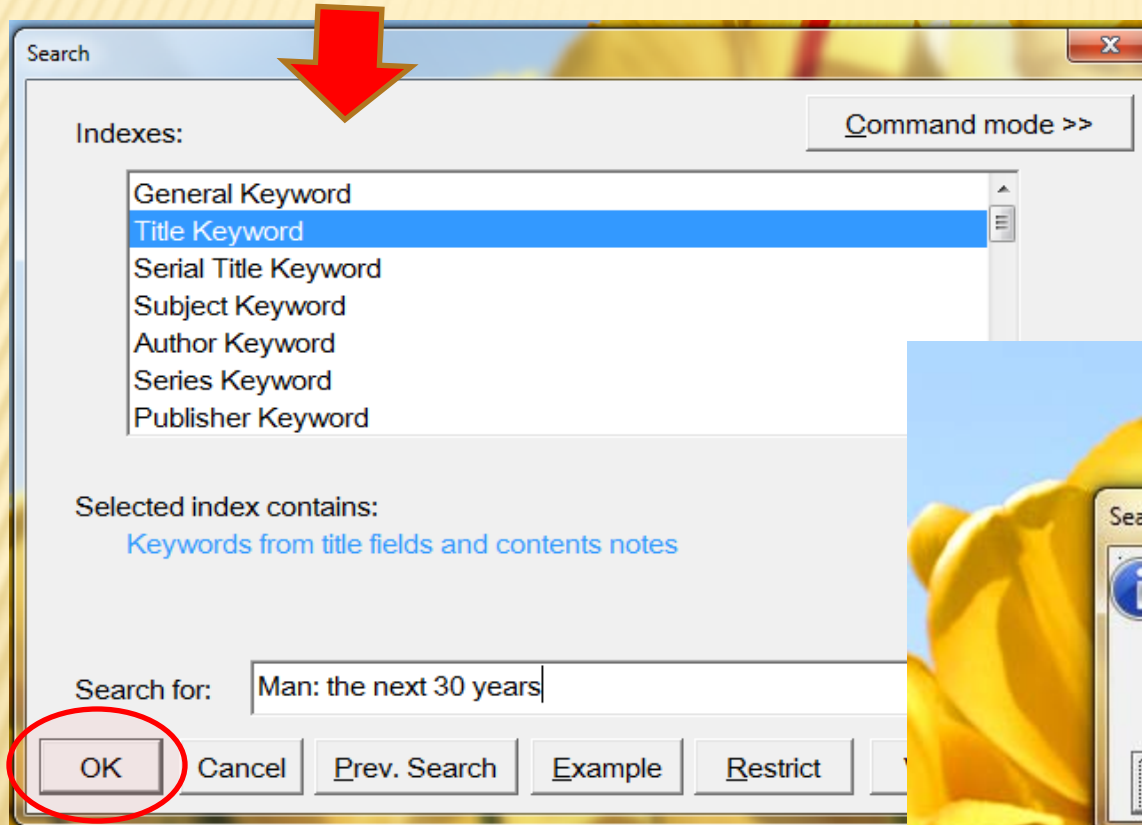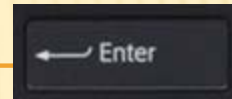# HORIZON

SEARCHING MATERIAL

❖ Before beginning to Import or Create a Bib in Horizon, you must always search first to make sure the material you wish to Import is not already in our Horizon Database.

With Horizon Open, Choose Searching by double clicking on it. From the Navigation menu, then choose New Search. Another way to do this is to simply press "F2" on your keyboard.

Type your search by (Title, Author, etc. Which ever is easier for you, then select "OK" or simply press "Enter" on your keyboard. ⏎ Enter

Search

Indexes:

Command mode >>

General Keyword
Title Keyword
Serial Title Keyword
Subject Keyword
Author Keyword
Series Keyword
Publisher Keyword

Selected index contains:

Keywords from title fields and contents notes

Search for: Man: the next 30 years

OK   Cancel   Prev. Search   Example   Restrict

Search Message

Nothing found matching the search value. Check the search value or try a different search value.

OK

Here it shows that the title is Not found in Horizon

DESKTOP-"LOC" FOLDER

Before we begin to import, make sure that you have an LOC folder on your desktop and if you don't then create one.
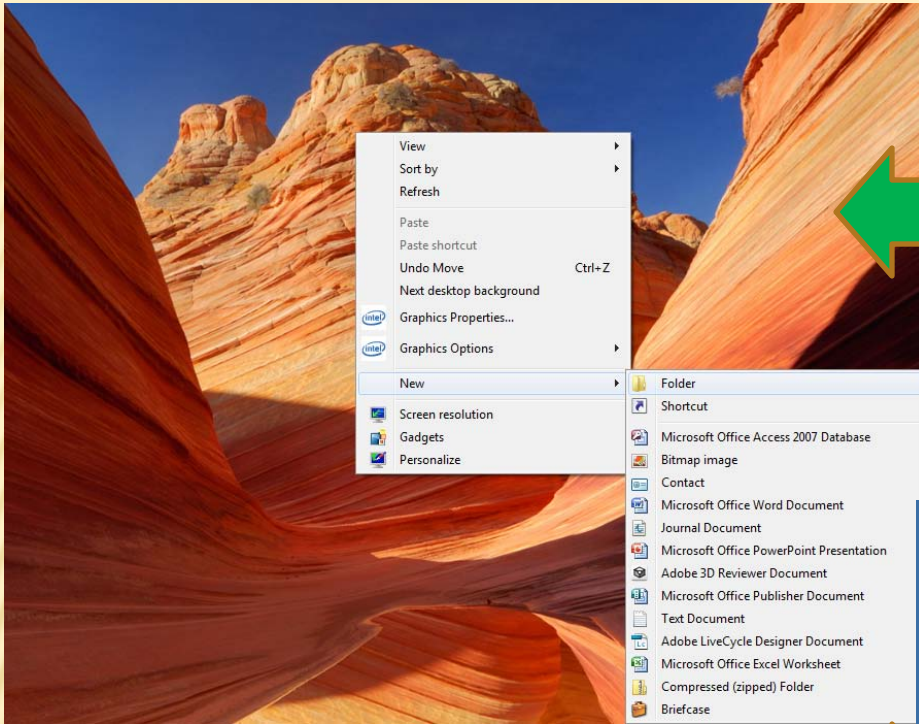
On your desktop, Right click your mouse and point to "New" from the menu that appears. From the extended menu, choose Folder by pointing and left clicking on it.

You should see a folder with the word "New Folder" highlighted on your desktop.

On your keyboard, just type LOC, then press Enter. You have renamed that new folder.
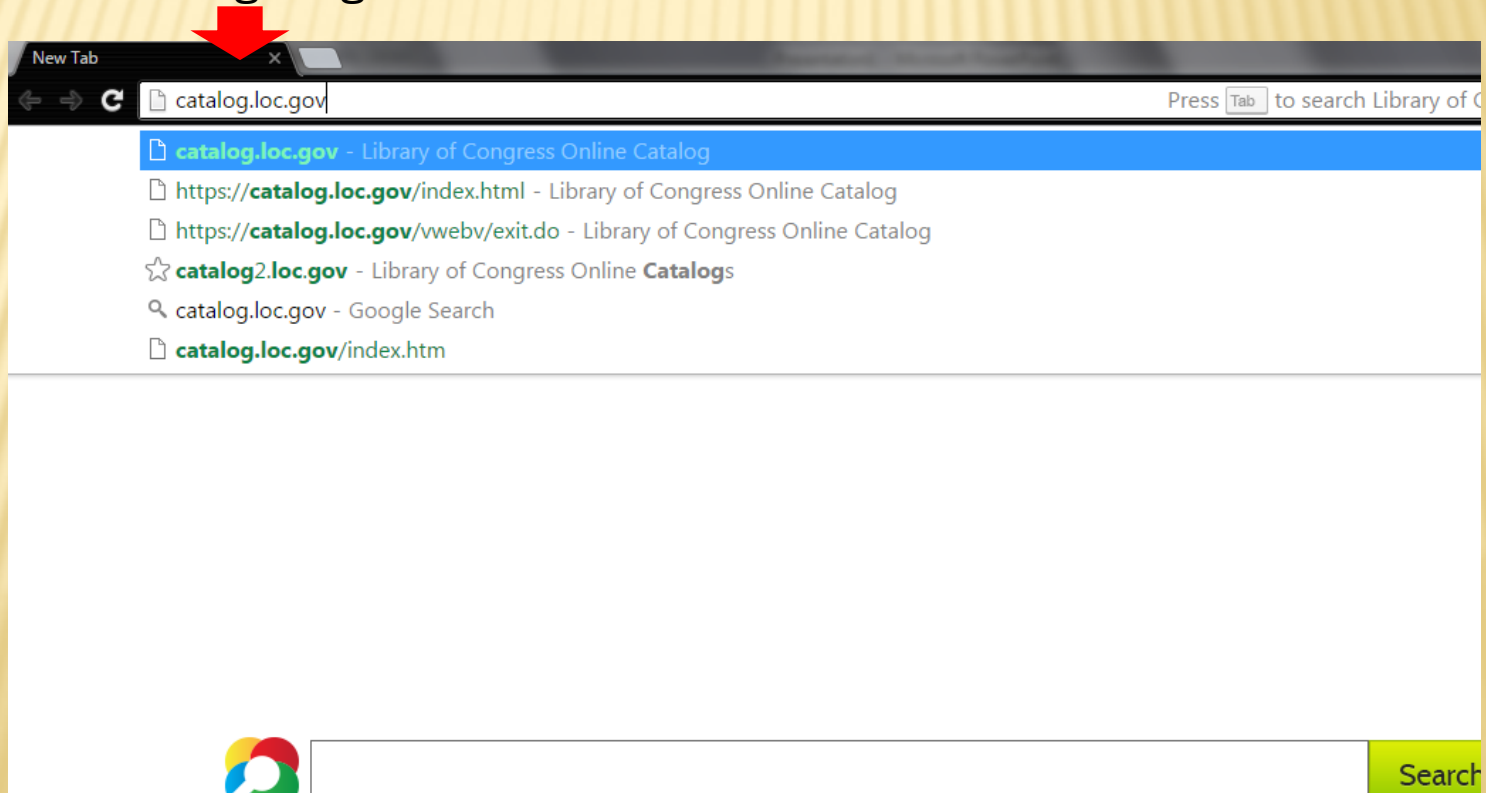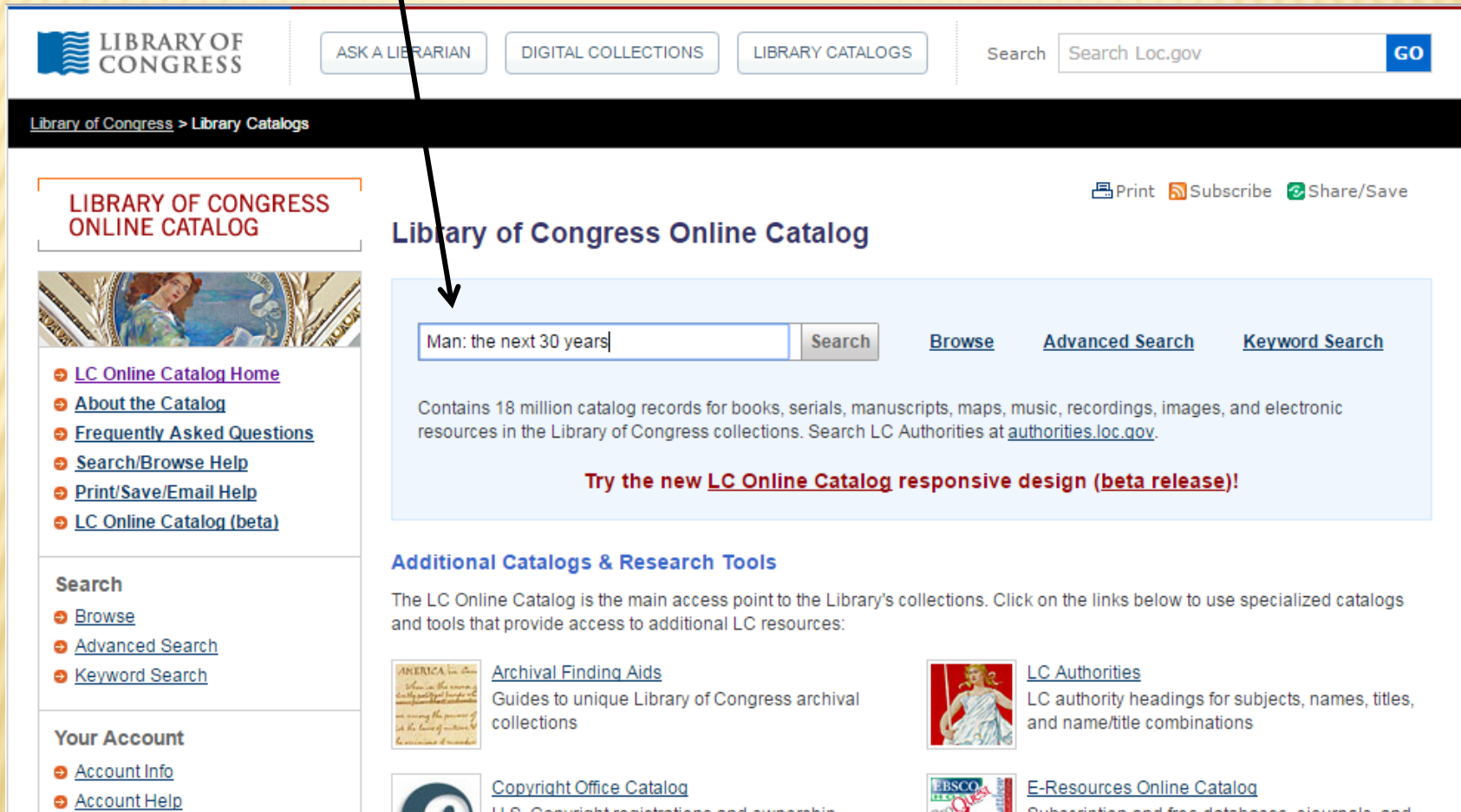
LIBRARY OF CONGRESS CATALOG

Open your internet

Click inside the address bar at the top and type:
"catalog.loc.gov"

Library of Congress Website should appear this way. Type our search in the space provided (Title, Author, ISBN number, LOC number) and press Enter on your keyboard or Choose the Search button to the right.

ISBN & LC NUMBERS

Keep in mind that when typing and ISBN because sometimes when seen in the book it is presented for example:

978-1-59514-466-18

When keyed into Library of Congress, it should be: 97815951446618 with NO "-"

When it is an LC number, it will appear for example:

75-4668

There should always be an 8 digit rule when keying it into Library of congress so in this case it you must add Zero's to make it "8" for example:

75004668

With the newer LC numbers for example: 2013404625

It should be just entered as it appears.

Your return should come back either with a list of options or exact. In this case it is exact. Before saving, always make sure that the ISBN and/or LC number as well as Publisher and copyright date match your book or shelf list card.

Man: the next 30 years.

◄ 1 of 1 ►

BOOK

💬 Request this Item

🖨 Print Record

⬇ Save Record

✉ Email Record

❝❞ Cite Record

Full Record MARC Tag

Personal name
Main title
Edition
Published/Created

Description
216 p. 24 cm.

LC classification (full)
Q125 .S744

LC classification (partial)
Q125

Subjects
Science and civilization.
Human ecology.

After you have verified all the information and you choose to save it. Choose "Save Record" at the left column by Pointing to it and when you see the 👆
Left click once.

Catalog   LC Online Catalog Quick Search   Search   **Browse**   Advanc

m Information   Search History | Ac

Save Search Results

- To save the record(s) you selected, choose a *Save Format* from the drop-down menu below, and select the **Save** button.
- To return to your search results screen, select the **« Go Back** button, or enter a new search using the *Quick Search* box above.

Save Format

MARC (Unicode/UTF-8) ▼
MARC (Unicode/UTF-8)
MARC (non-Unicode/MARC-8)

« Go Back   Save

Your page should be here after choosing Save Record. Point and left click on the DOWN arrow and choose MARC (non-Unicode MARC-8), then click on SAVE at the right.

When it is your first initial Import on a particular computer, normally the save will download to the bottom left corner of your screen which looks something like this below. Point and left click to open it.

You should get a message similar to this, asking What you want to do. Choose "Select the program from a list" and then OK at the bottom.
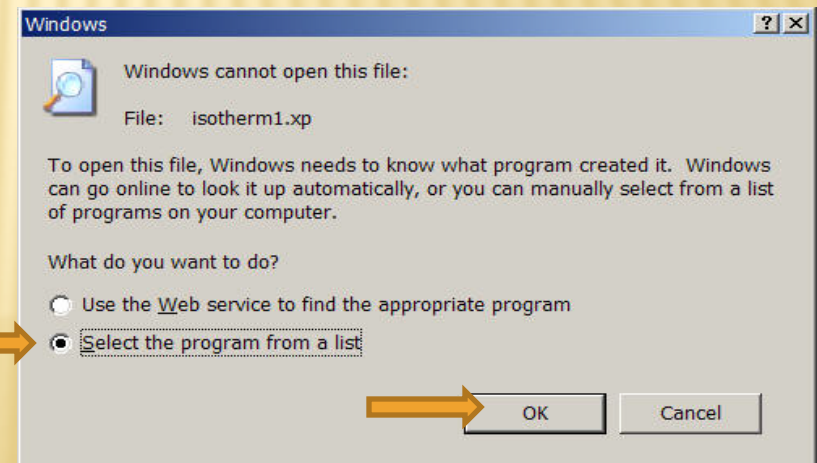
A different window will open for you to choose the program you want to open it with. Choose "Notepad" and then OK at the bottom

records (8) - Notepad

File Edit Format View Help

01589cam 22003857a 4500001000900000000500170000900080041000269060045000679250042001129250044001549550010
When fourth grader Emma Emmets decides to use her matchmaking skills on her classmates, her actions ha
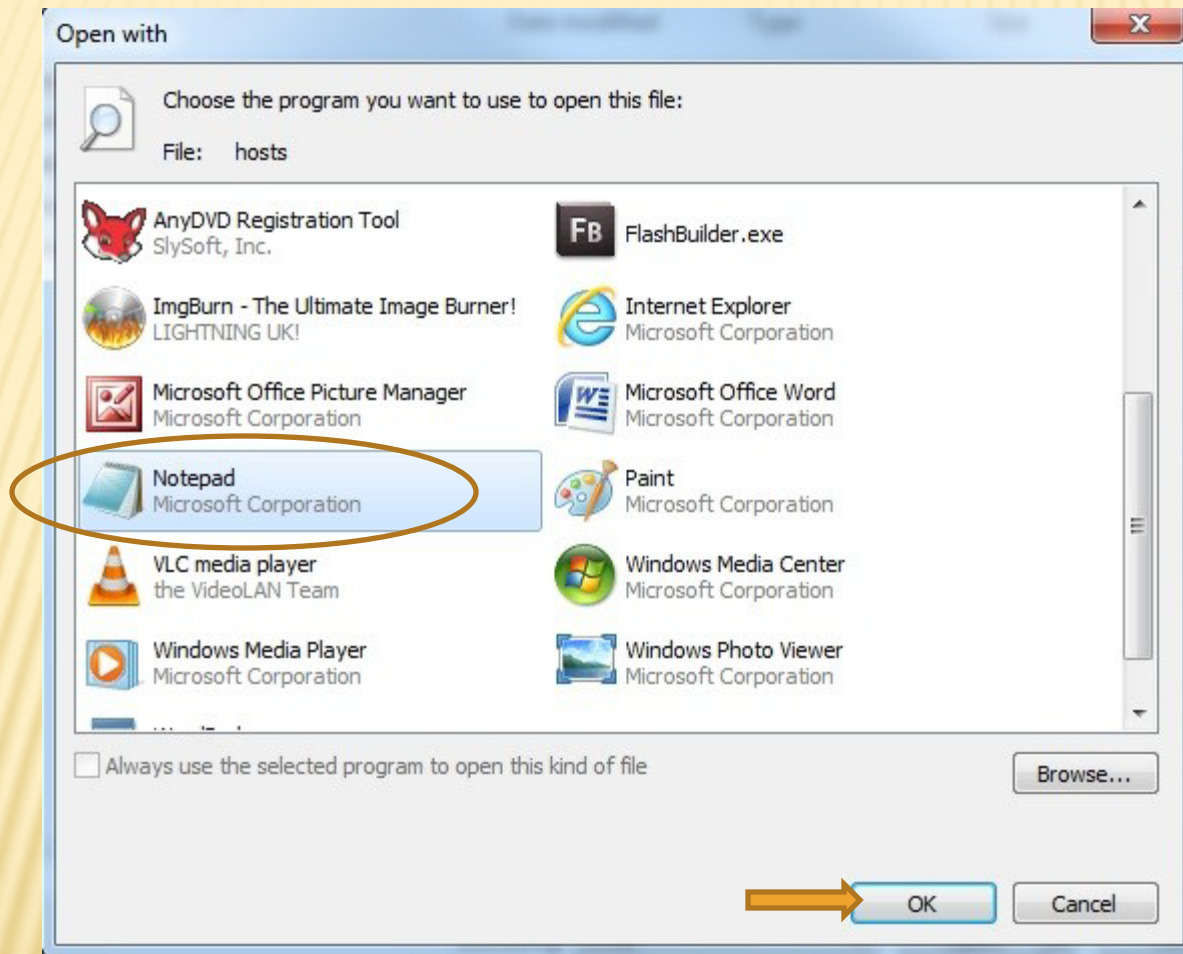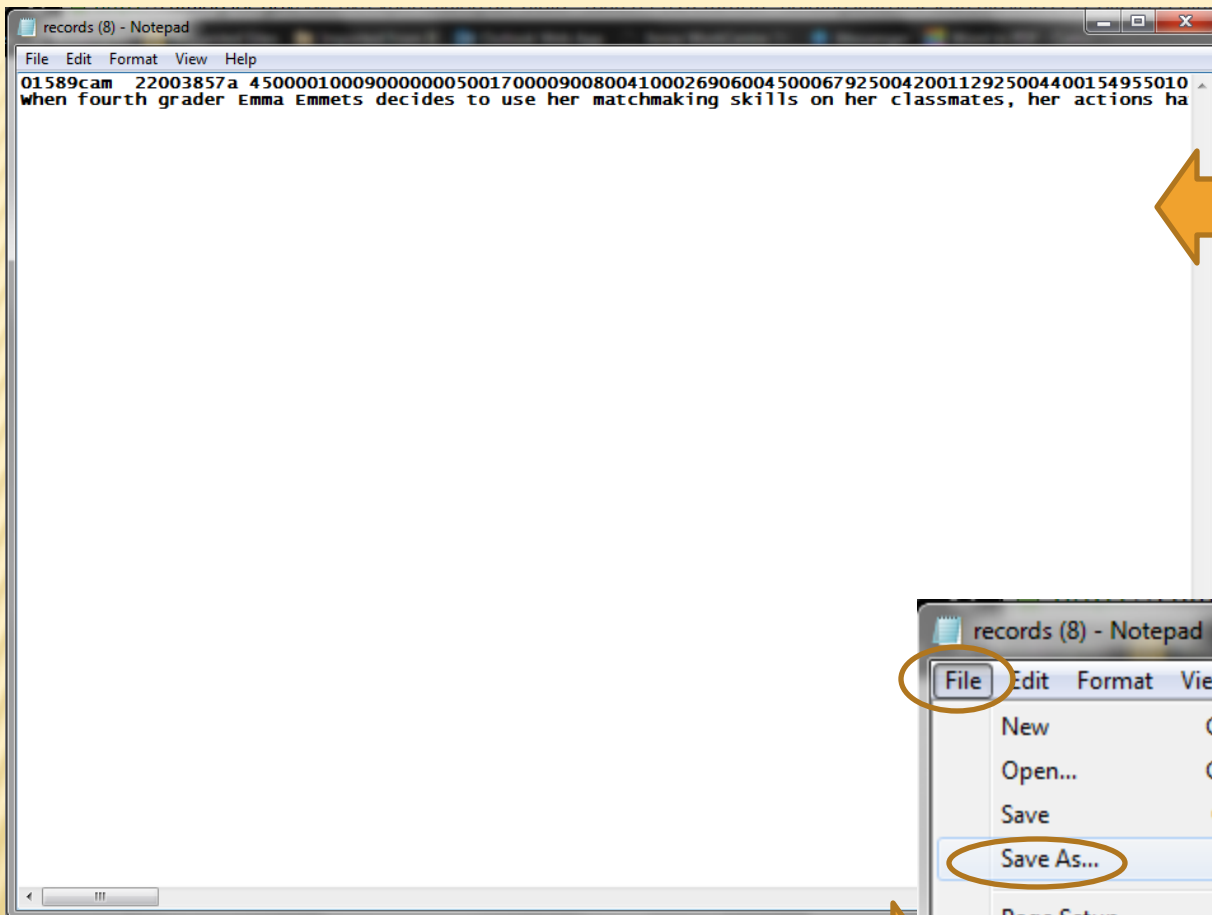
Your downloaded record should look like this on the left. Sometimes shorter, sometimes longer so don't worry about appearance. Now you need to save it.

records (8) - Notepad

File Edit Format View Help

New	Ctrl+N
Open...	Ctrl+O
Save	Ctrl+S
Save As...	
Page Setup...	
Print...	Ctrl+P
Exit	

50000100090000000050017000
ma Emmets decides to use
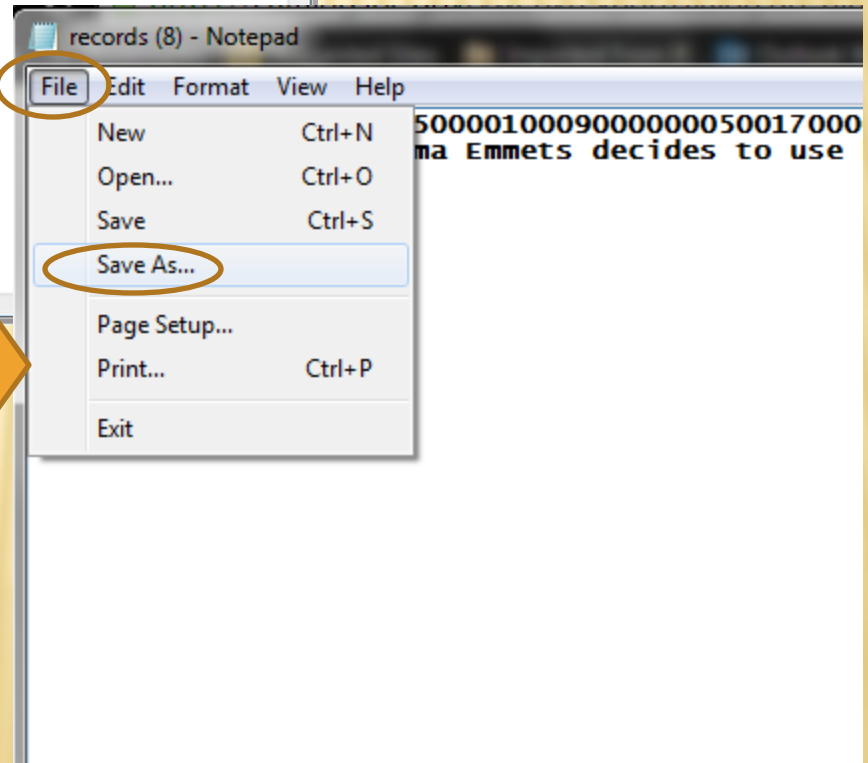
As show here on the right. Point and left click on "File" and from the drop menu, choose "Save As..."

A Save As Window will open and you have now to search for the LOC folder that was created at the very beginning of this lesson. The LOC folder was created on the Desktop so from here you will click on "Desktop at the left column. Now the desktop folders should appear on the right column. Choose the LOC folder and then choose "Open" at the bottom
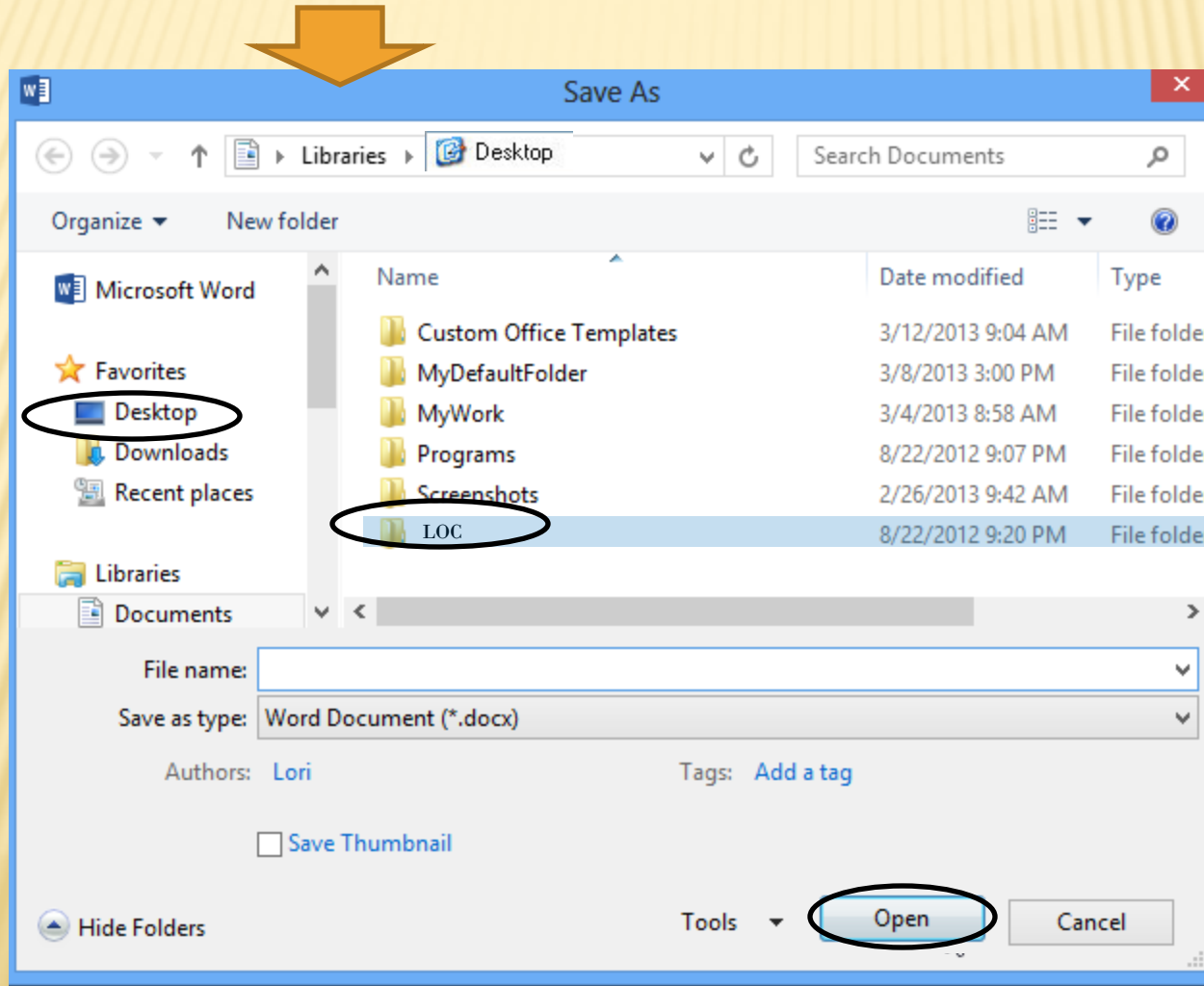
This shows the LOC folder now open. Type your file name as you would prefer. If you want to use the whole title or just something common about the title, or numbers. It is up to you, so long as you remember it when importing. After Naming your file, The "Save as type" section should be (Text Document *.txt). Point and left click on "Save" at the bottom.
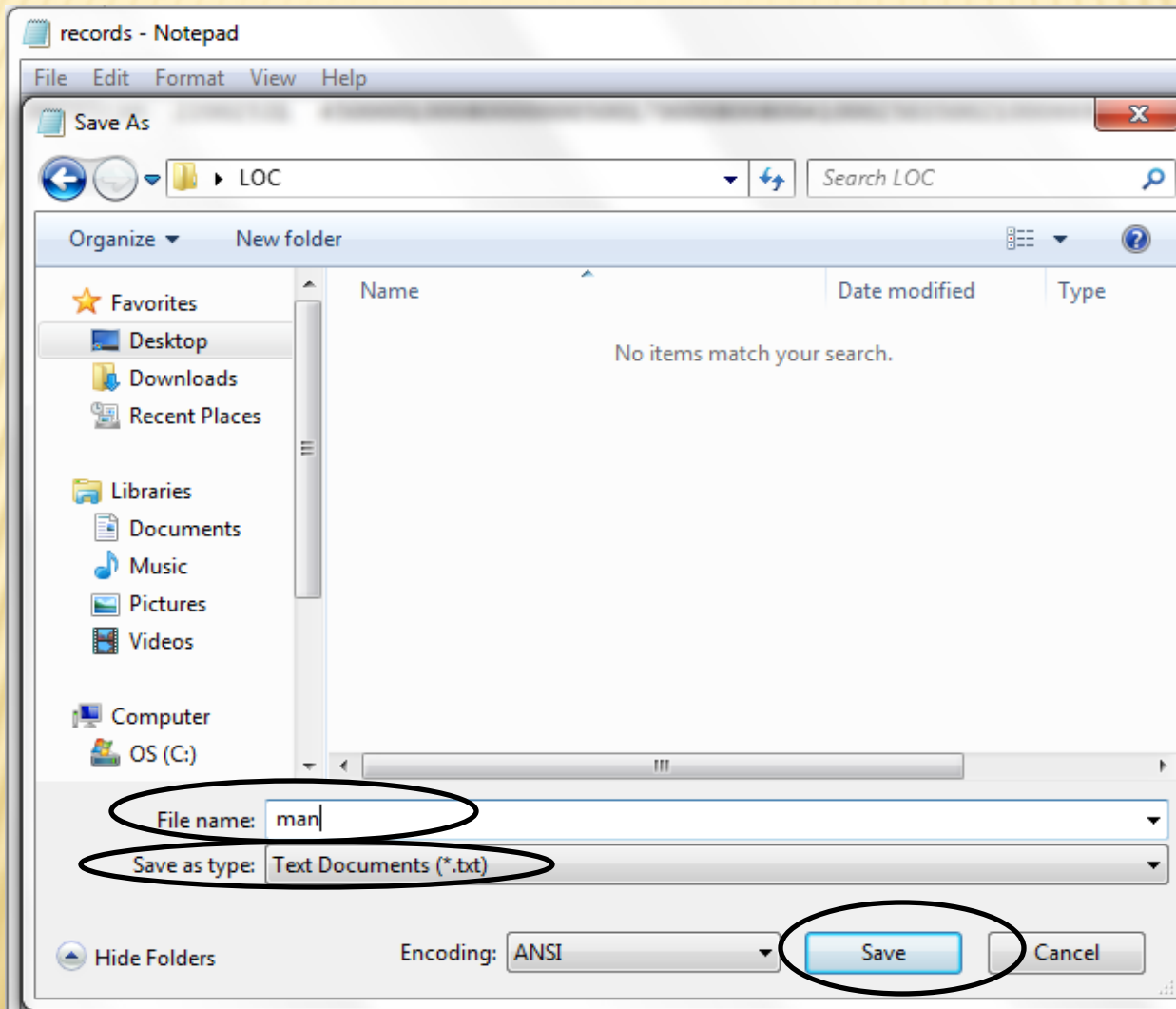
You may now close the Notepad window and minimize your Library of Congress Web page.

CLOSE
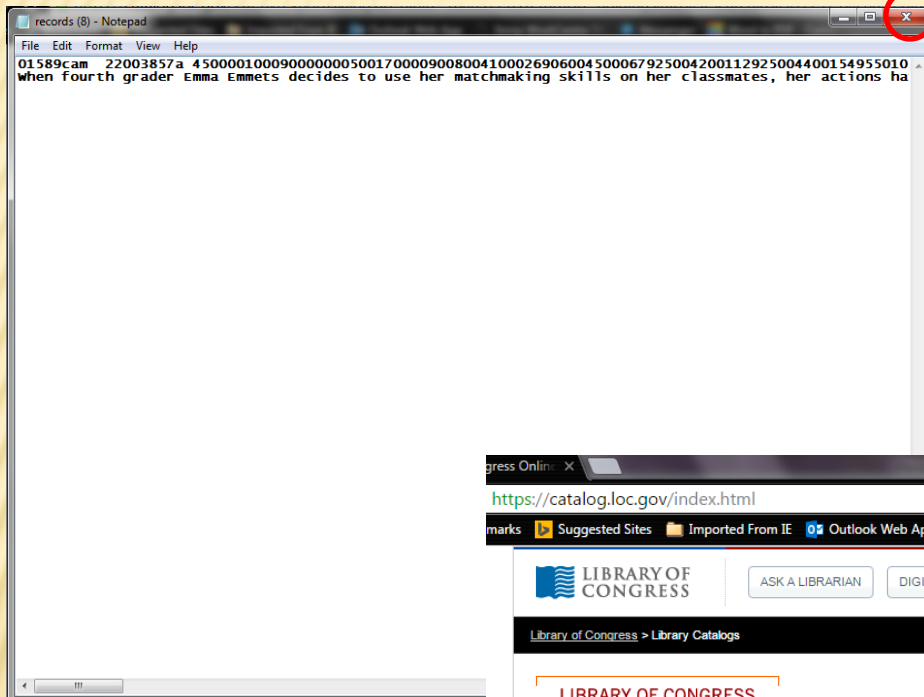
MINIMIZE
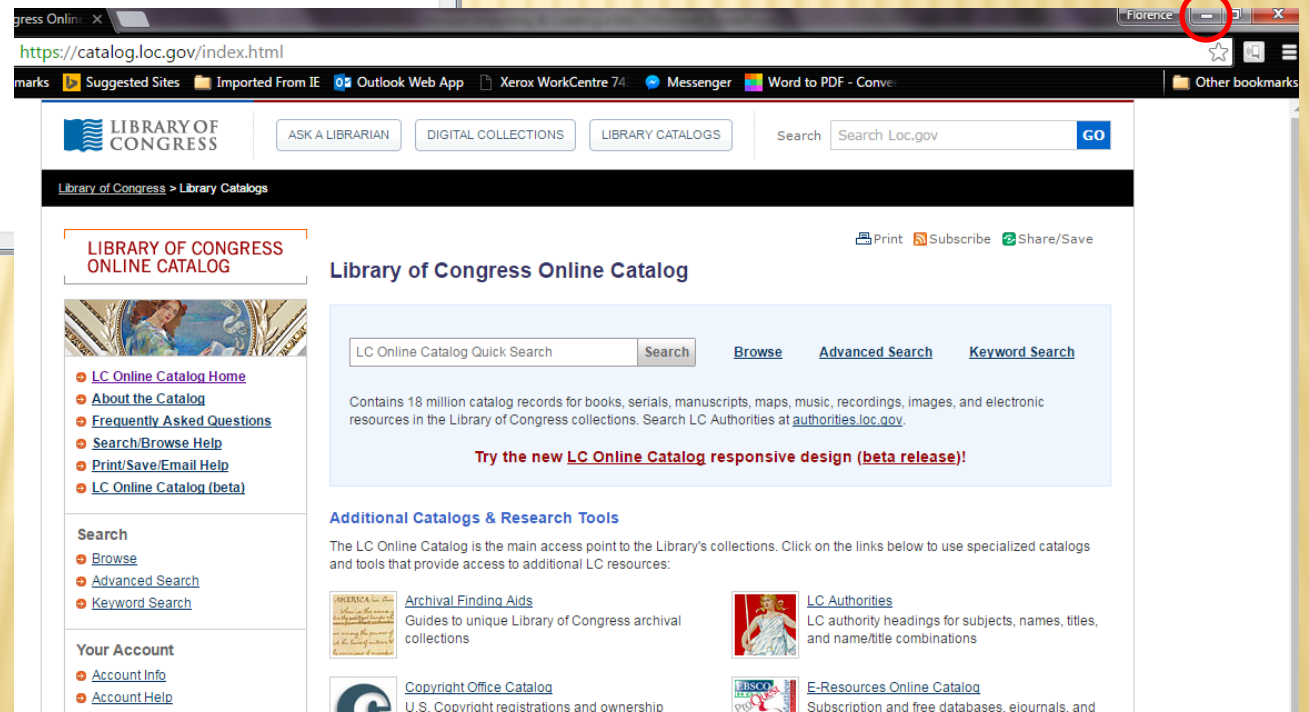
OPEN HORIZON – Double Click on Cataloging and then Double Click on Import
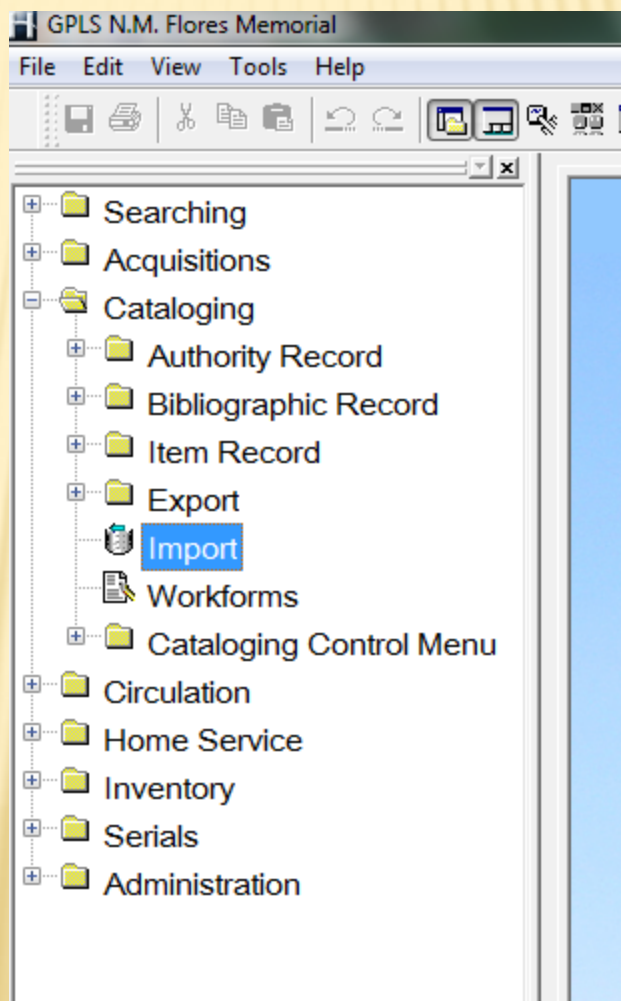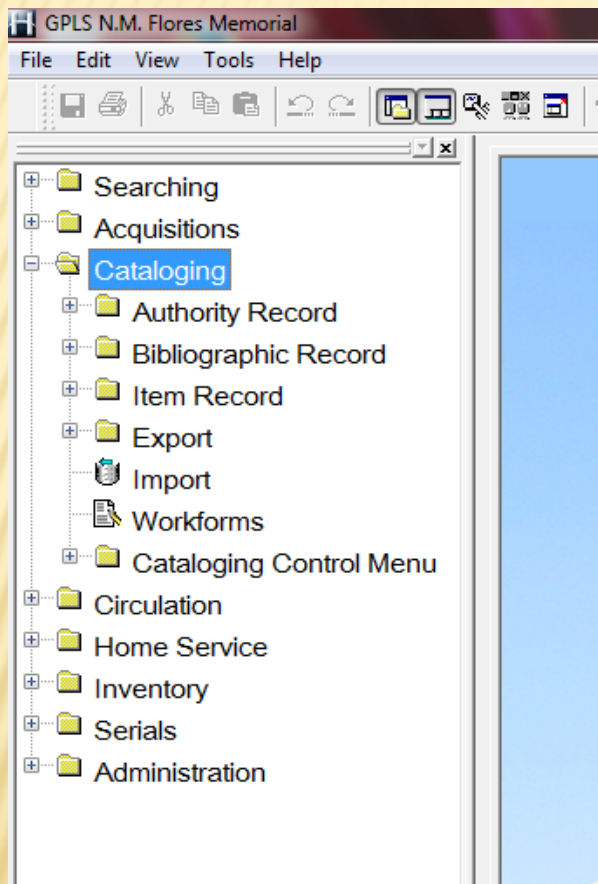
This is a Multi-Format Import Window. In the "Import File" section, choose "File" at the right side.
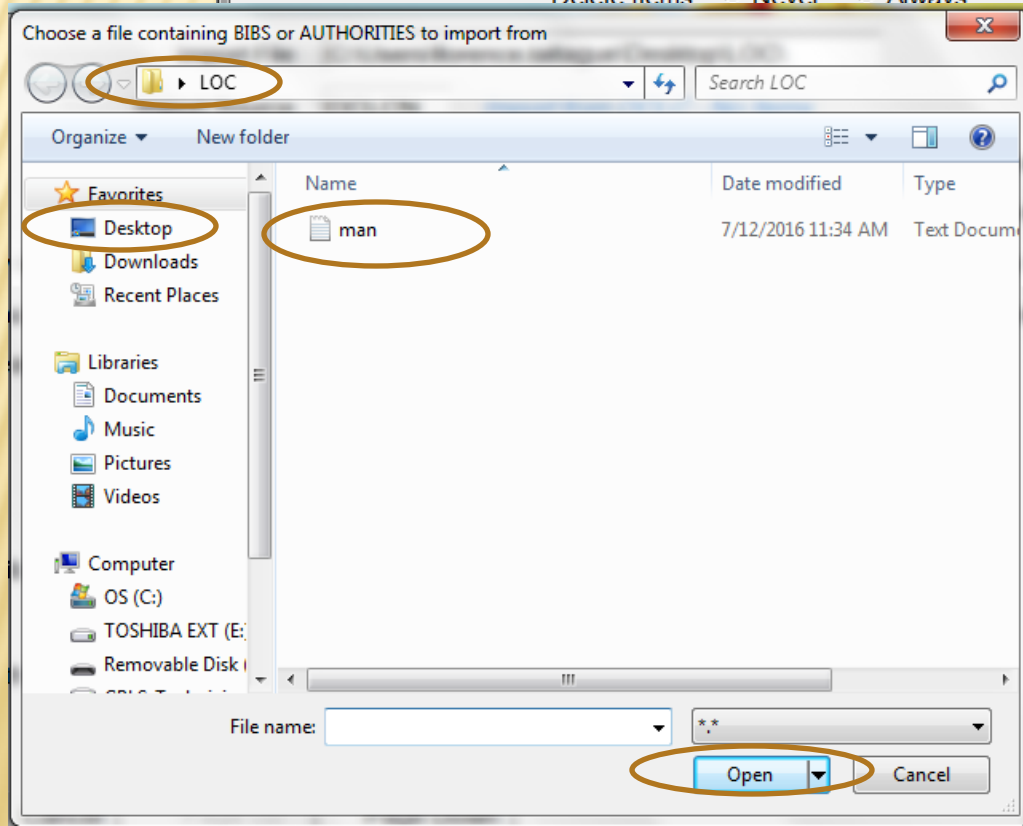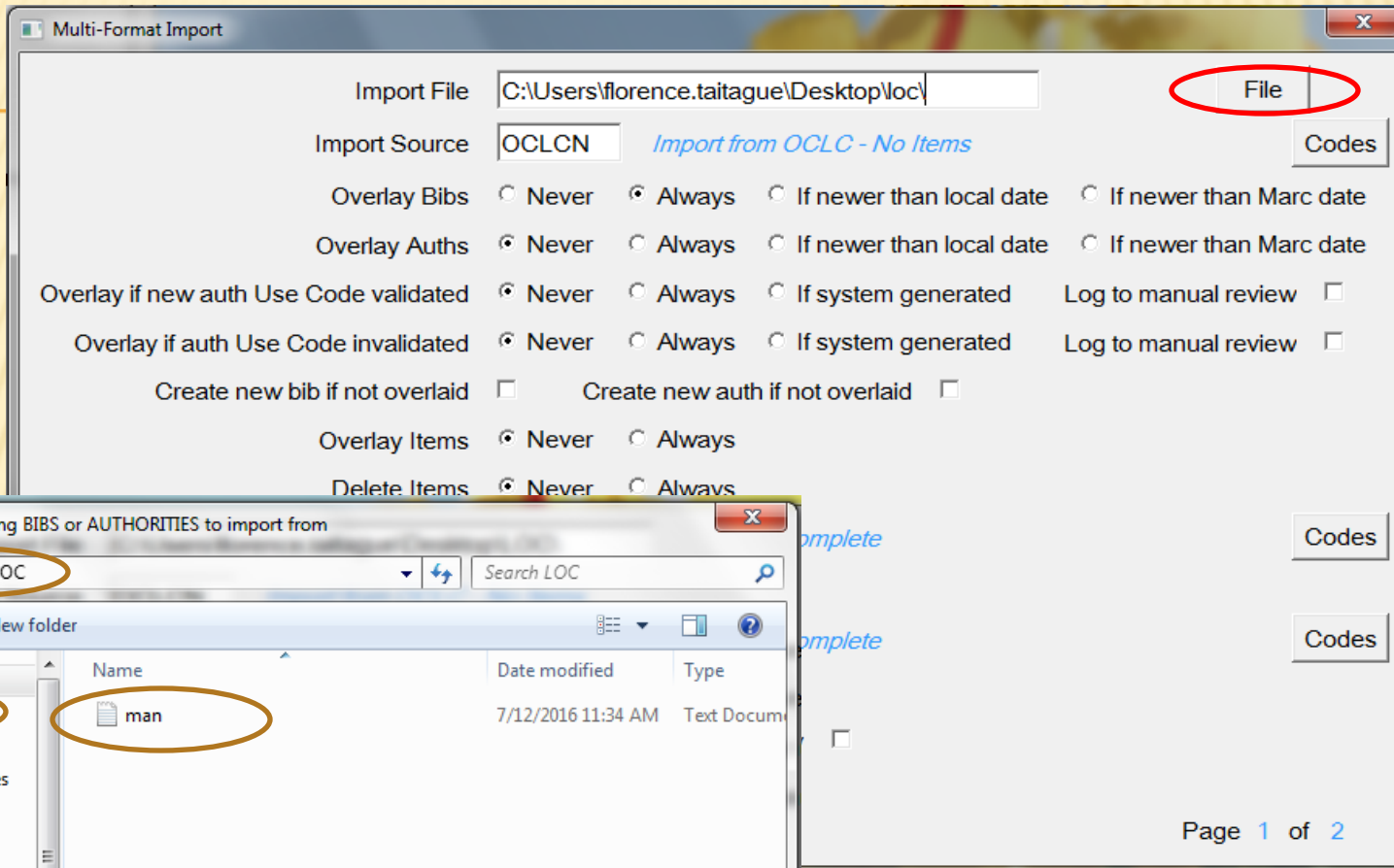
Another window should open. If it doesn't appear right away, you need to look for the LOC folder again. Just like saving earlier. This is the same way to find it. When you get there, choose your saved file and then open at the bottom.

In the Import Source section, click on "Codes" at the right and choose OCLCN. This is always the selection when importing from Library of Congress

SELECTIONS TO BE MADE

(Overlay Bibs – Overlay Auths – Overlay if New auth… - Overlay if auth Use…) should all be "Always" / (Overlay Items – Delete Items) should be "Never" / New Bib Status: cc / New Auth Status: cc PAGE DOWN

There isn't always a PAGE DOWN, but because my window was not on full view it has the page down options. Just to keep in mind.
(Owner) should be "-1 : Unknown"
Everything else should be left alone.   Point and left click on OK at the bottom. Import should begin.

On the left shows the beginning of importing progress.

On the right is the Bib import COMPLETED!

File C:\Users\florence.taitague\Desktop\LOC\emma emmet.txt

Bibs
- 0 Overlaid Bibs
- 0 New Bibs
- 0 Duplicate Bibs
- 0 Links Created
- 0 Bib Errors

Authorities
- 0 Overlaid Auths
- 0 New Auths
- 0 Duplicate Auths
- 0 Deleted Auths
- 0 Auth Errors
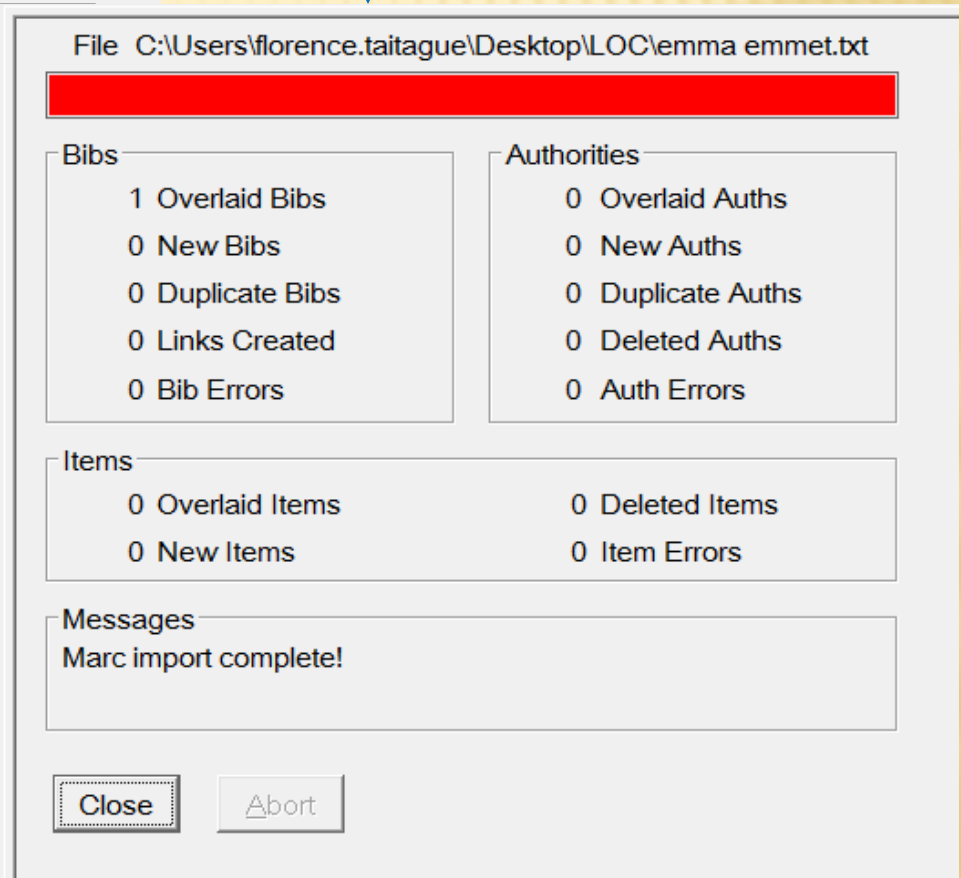
Items
- 0 Overlaid Items
- 0 New Items
- 0 Deleted Items
- 0 Item Errors

Messages
Marc import in progress

Close   Abort

File C:\Users\florence.taitague\Desktop\LOC\emma emmet.txt

Bibs
- 1 Overlaid Bibs
- 0 New Bibs
- 0 Duplicate Bibs
- 0 Links Created
- 0 Bib Errors

Authorities
- 0 Overlaid Auths
- 0 New Auths
- 0 Duplicate Auths
- 0 Deleted Auths
- 0 Auth Errors

Items
- 0 Overlaid Items
- 0 New Items
- 0 Deleted Items
- 0 Item Errors

Messages
Marc import complete!

Close   Abort

Once again we are going to search for the same title that we searched for at the beginning of this presentation. Click on New Search or Press "F2" on your keyboard and type in your search by title, author, LC number, etc.
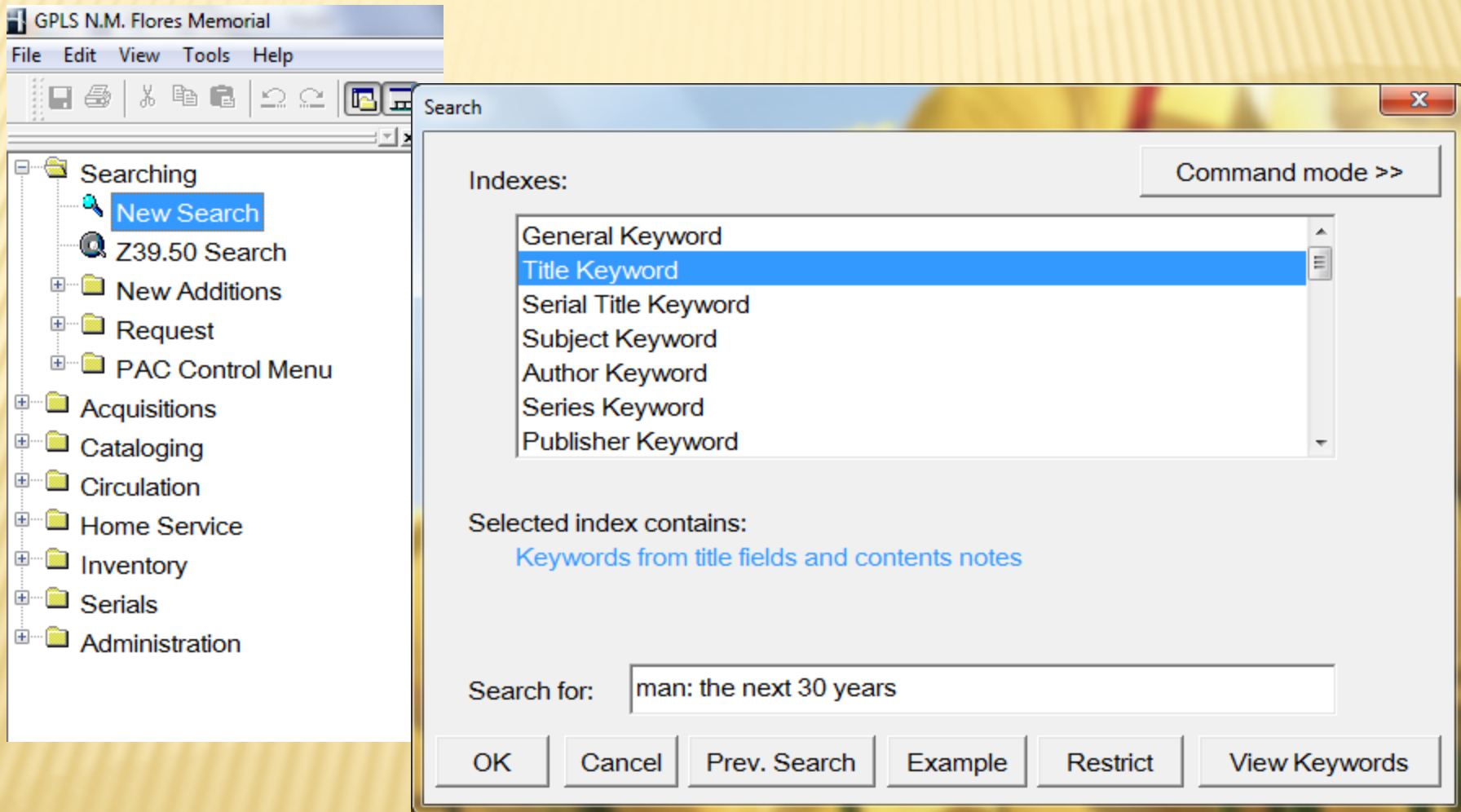
THIS IS THE IMPORTED BIB

Author	Still, Henry
Title	Man: the next 30 years.
Edition	[1st ed.]
Publisher	New York, Hawthorn Books [1968]
Description	216 p. 24 cm.
Bibliography	Bibliography: p. [207]
Subjects	Science and civilization. Human ecology.
LCCN	68028136

I'M GOING TO REWIND FROM HERE AND TAKE YOU INTO ANOTHER SECTION FOR A BIT.

FAST ADDING

I NEED TO TAKE YOU INTO THIS SECTION IN ORDER TO EXPLAIN ANOTHER COMPONENT TO IMPORTING. WITH HORIZON OPEN, WE WILL OPEN CHECK-OUT

Fast Add is normally done when a patron is checking out books that are not already in our Horizon database. The patrons profile should be open because they are checking out the book.

Type the Accession number or Scan the Barcode into the space "Item or Borrower Barcode", then press "Enter" on your keyboard if you are typing it.

Borrower   TAITAGUE, FLORENCE M.S. (ADULT -   Alt. ID   247570000002265

Item or Borrower Barcode   0000019299

Title	Due Date	Price	Status	CKO Loc

This check-out message would normally appear if the item is not in our database. You would need to do a Fast-Add to quicken the process and then it should be Catalogued upon return. LET'S FAST ADD

Checkout Message

Barcode Lookup

Cannot find either an item or a borrower with that barcode.

Continue

At the top, on the menu bar. Point and left click on "ITEM" and from the drop menu, choose "New Item"
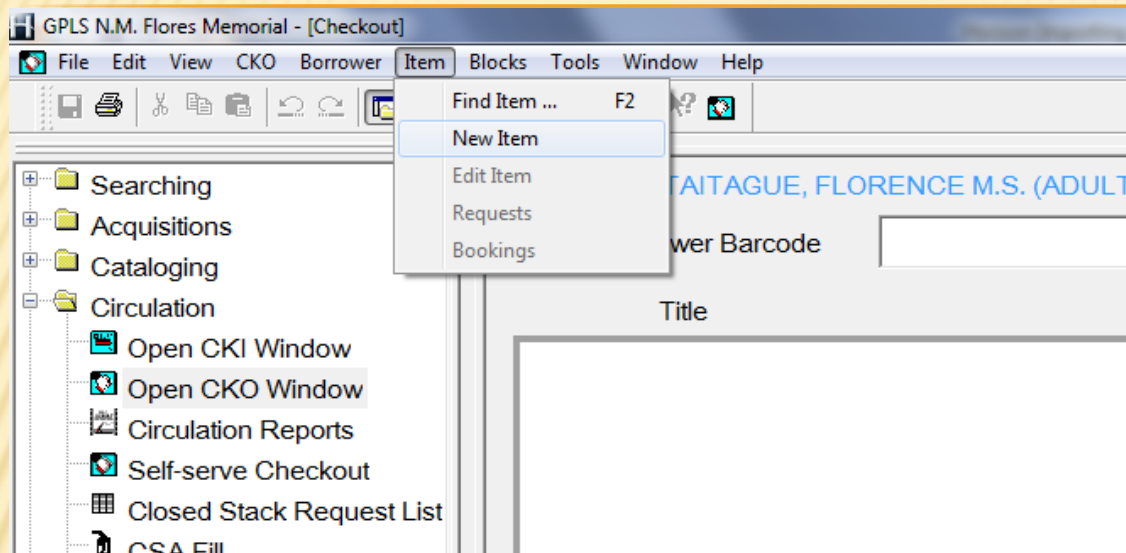
This box should appear (Item Not Found/Fast Add). Choose "Bib & Item"
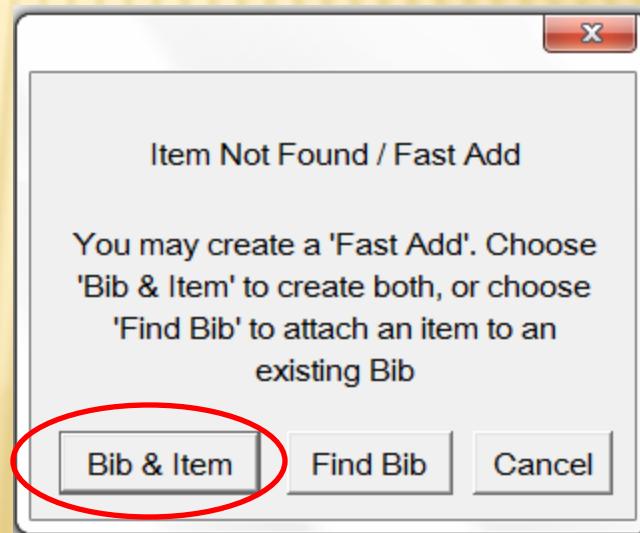
THIS IS CALLED YOUR EDIT: FAST-ADD WINDOW

Author

ISBN

ISSN

Title

* Location   HAGATNA   *GPLS N.M. Flores Memorial*   Codes

* Collection   Codes

* Barcode

* Item Type   Codes

Call   FAST ADD

Call Type   Codes

OK   Cancel   Page Up   Page Down   Page 1 of 1

In the Author field is where we would Type the authors name as shown. Last name comma, First name then middle initial if any.

In the ISBN field is where you will type the ISBN number. When typing the ISBN from the book, do not add the dashes "-" and just type only the numbers straight though. If there isn't any ISBN in the book, then just skip this part.

Author	Still, Henry
ISBN	
ISSN	

In the Title Field is where the Title will be typed. Do not type partial of a title, please always type the whole title as shown on the book.

The Location field always shows the Location that you are signed on to, but if it needs to be changed, you can choose the Codes button at the right and make your selection.

Title	Man: the next 30 years		
Location	HAGATNA	GPLS N.M. Flores Memorial	Codes

With the Collection Field, you can choose the Codes button at the right and make your selection. In this case I have selected "NF   Adult Non-Fiction"

Code Lookup: Collection Codes

Collection	Descr.
MCNAU	MC Naughton Books
NF	Adult Non-Fiction
NWBRY	Newbery Books
OFFICE	Materials Shelved in Director's Office

Collection NF   Total: 36

OK   Cancel   Add   Edit

* Collection [   ]   Codes

* Collection [NF]   *Adult Non-Fiction*
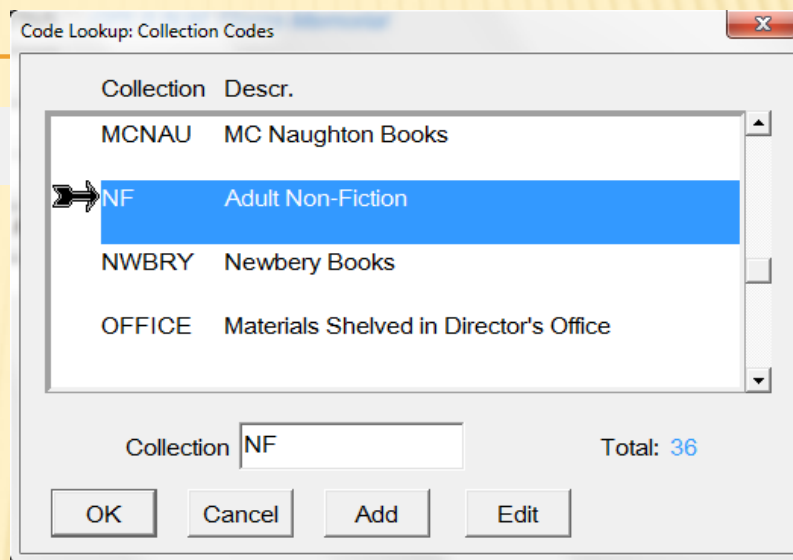
Type the item's barcode or accession into the Barcode field

* Barcode [0000019299]

Use the Codes button at the right side again for "Item type" and make your selection.
This is a Circulation Book to be borrowed so that is normally the correct Selection.

* Item Type [   ]   Codes

Code Lookup: Item Circulation Types

Item Type	Description
21d	21 Days
AC	Audio Cassette
ACD	Audio Compact Disc
CD	CDs
CD-ROM	Computer Disc-Read Only Memory
CIRCBK	Circulating Books
DTB	Digital Talking Book
DVD	Digital Video Disc

Item Type CIRCBK   Total: 16

OK   Cancel   Add   Edit
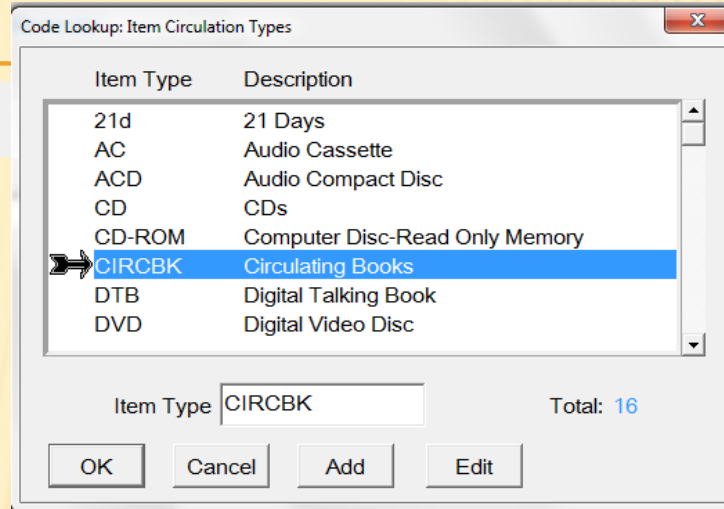
* Item Type CIRCBK   *Circulating Books*

The Call field should be left alone and it should be "FAST ADD"

Choose the Codes button again for Call
type and always select ddc because this is
the system we use (Dewey Decimal) for our
regular collections.

Code Lookup: Call Number Types

CallType	Description
ddc	Dewey Decimal Call Numbers
lc	Library of Congress Call Numbers
loc	Local Call Numbers
locNI	Local Call Numbers - Not Indexed
sudoc	Superintendent of Documents Call

CallType ddc   Total: 5

OK   Cancel   Add   Edit

Call [FAST ADD   ]

Call Type [   ]   Codes

Call Type ddc   *Dewey Decimal Call Numbers*
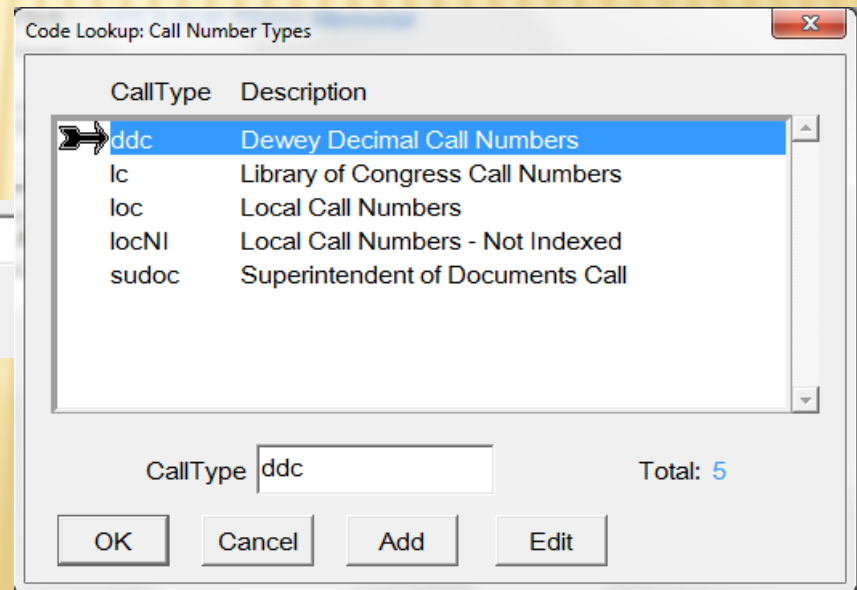
Point and left click "OK" at the bottom when finished.

| OK | Cancel | Page Up | Page Down | Page 1 of 1 |
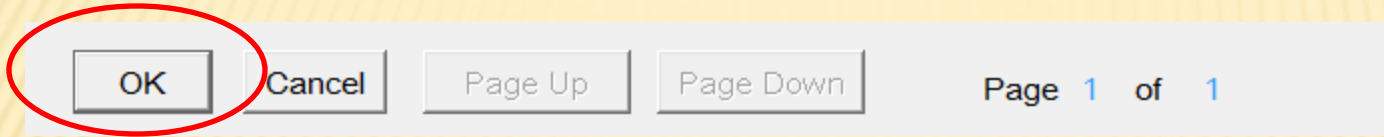
Depending how long you took to complete the Fast Adding, you may get a message like this simply asking if you are still using the same borrower. Just choose "Yes"

Circ Timeout!

More than 180 seconds have passed since the borrower was identified in Checkout.

Still the same borrower?

| Yes | No |
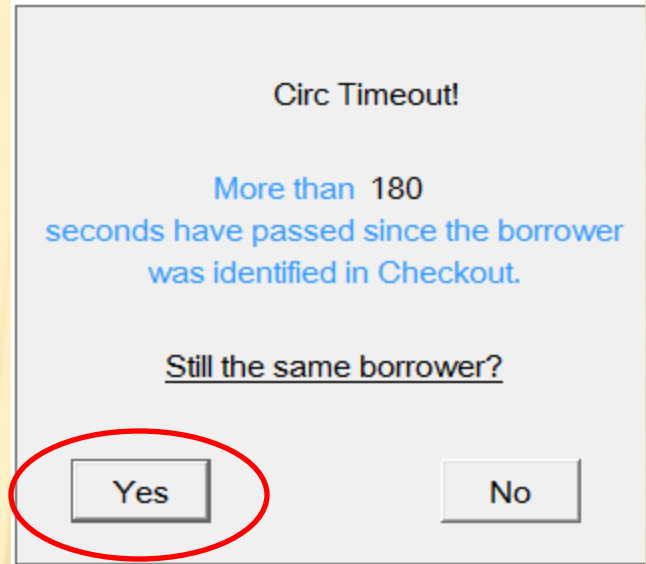
ITEM HAS BEEN FAST-ADDED

Borrower	TAITAGUE, FLORENCE M.S. (ADULT -		Alt. ID	247570000002265	

Item or Borrower Barcode

	Title	Due Date	Price	Status	CKO Loc
⇨	1. Man: the next 30 years	08/04/16	0.00	Checked out	HAGATNA

Here, I went to Check-In and just checked the item back in.

This is how you know when an item is Fast Added. When you are checking in the item, this message will tell you. So when you come across it, you need to Catalog it.
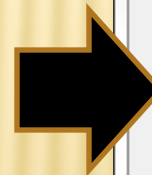
Below shows the item checked in. Notice the Status is "In Cataloging". I will cover that with you in a little bit.

SEARCHING FOR THE TITLE THAT WAS FAST-ADDED AND IMPORTED EARLIER IN THIS PRESENTATION.
Again In Horizon, Go to New Search or Press "F2" on you keyboard.
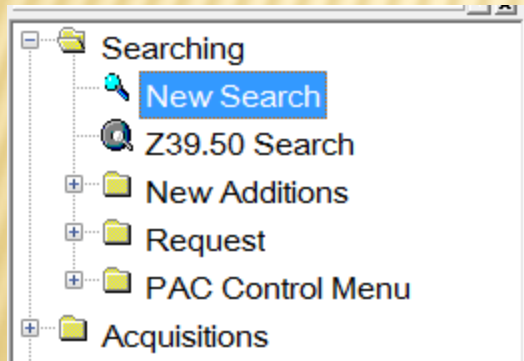
Type your search in the space provided and press "Enter " on your keyboard or Point and left click "OK"
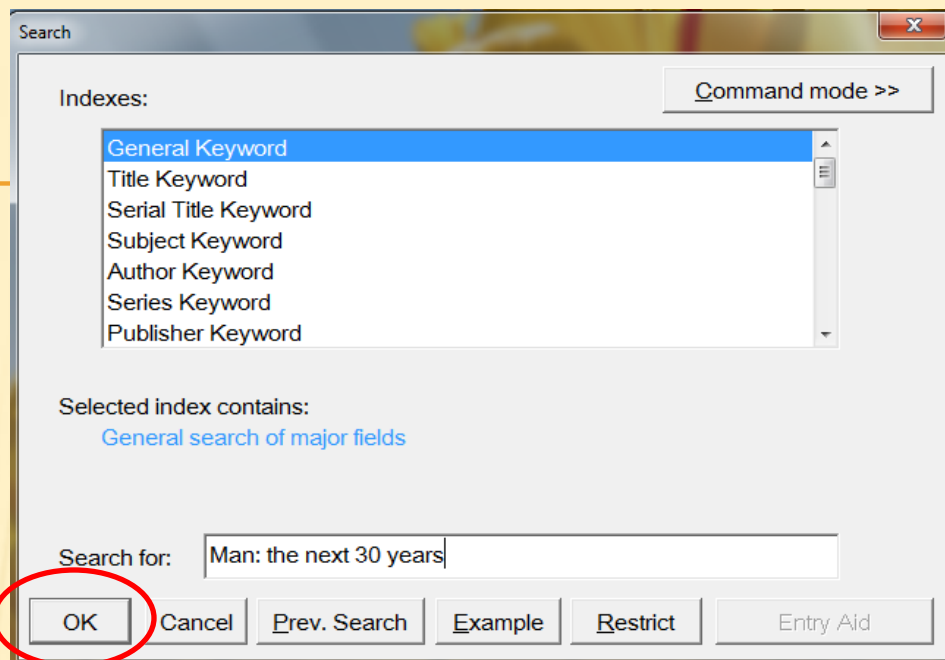
Below is the search result list. Earlier I imported this title and then I also Fast Added. You can always tell that the one that was Imported shows the copyright date to the right of it. We can go in and check on each of it.
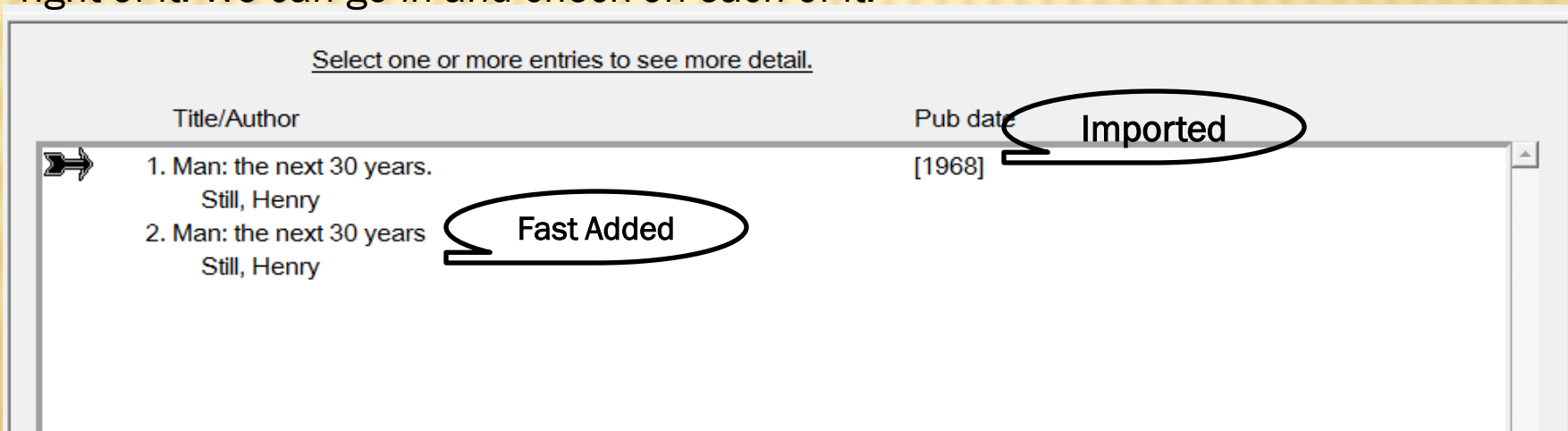
I have selected the first title on this list and below, shows the bib record. It is a full complete record and this is the one I had imported earlier.

Please make note that at the top of the record, it shows "No items at any location". The reason for this is because I imported the title, but I did not add the item (Barcode, Accession Number)

Select one or more entries to see more detail.

Title/Author	Pub date
1. Man: the next 30 years. Still, Henry	[1968]
2. Man: the next 30 years Still, Henry	

No items at any location.

Title 1 of 2
Requests 0

Author	Still, Henry
Title	Man: the next 30 years.
Edition	[1st ed.]
Publisher	New York, Hawthorn Books [1968]
Description	216 p. 24 cm.
Bibliography	Bibliography: p. [207]
Subjects	Science and civilization. Human ecology.
LCCN	68028136

I have selected the second title and below shows an incomplete bib record. It also indicates that it is "Fast Add"

At the top of this record where it indicates "Fast Add" also shows an item.

Select one or more entries to see more detail.

Title/Author	Pub date
1. Man: the next 30 years. Still, Henry	[1968]
2. Man: the next 30 years Still, Henry	

Call # Non -Fiction - 2nd Floor
FAST ADD

In Cataloging

Title   2   of   2
Requests 0

Author   Still, Henry

Title   Man: the next 30 years

HOW TO MERGE RECORDS

Because the TWO records are the same book, We will merge them together and make it ONE.

Select one or more entries to see more detail.

Title/Author	Pub date
1. Man: the next 30 years. Still, Henry	[1968]
2. Man: the next 30 years Still, Henry	

Select both Titles by clicking on each until they are both highlighted

Select one or more entries to see more detail.

Title/Author	Pub date
1. Man: the next 30 years. Still, Henry	[1968]
2. Man: the next 30 years Still, Henry	
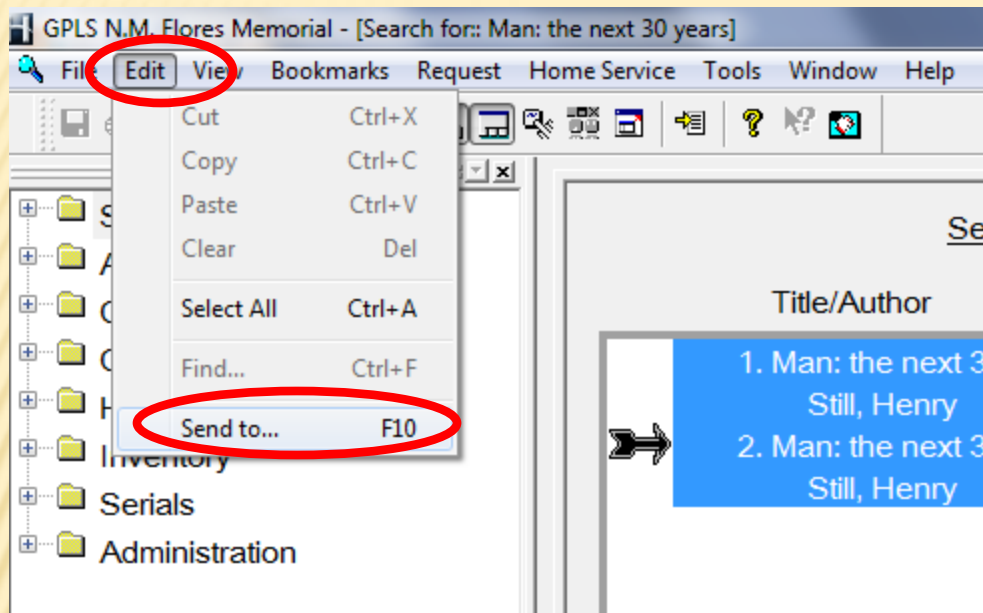
At the top on the menu bar, choose "Edit" and then from the drop menu, choose "Send to…" or simply press "F10" on your keyboard
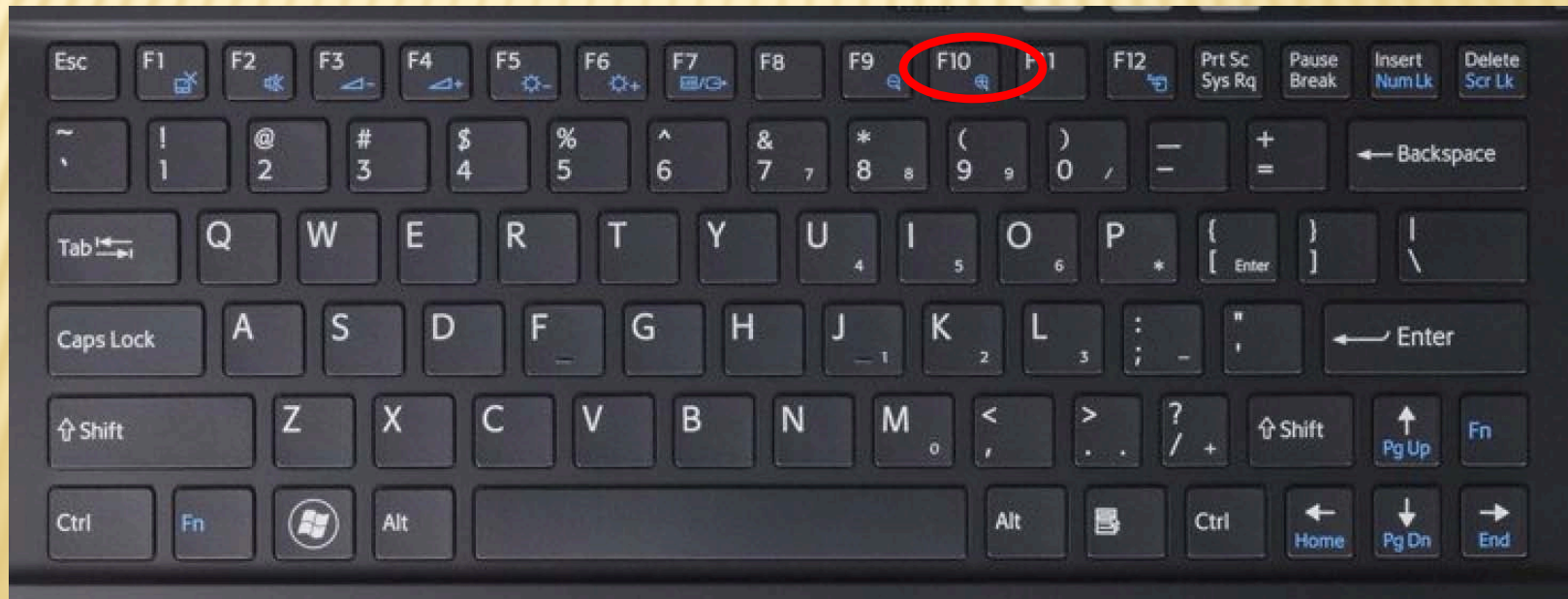
This "Send to" window will open. You will select "MARC Editor" and then choose "OK" at the bottom.
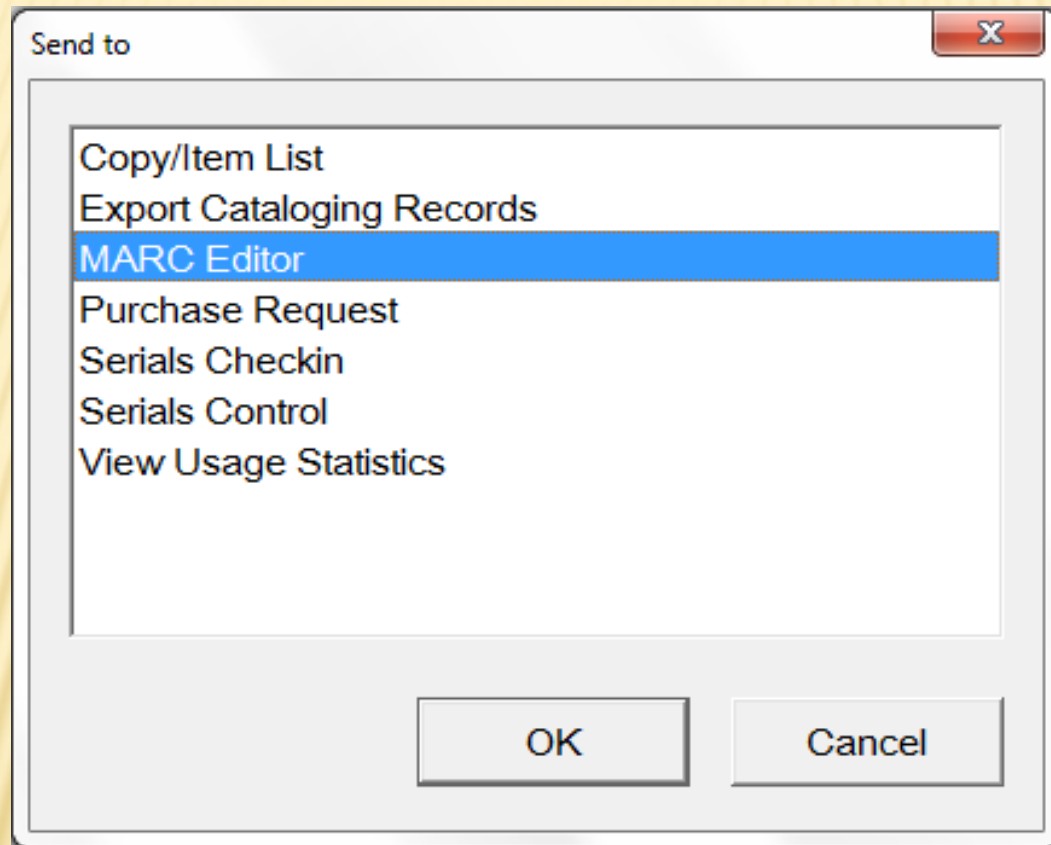
What you see here is called a MARC record. Both title MARC records are present and you can see it in the tabs below. I've enlarged it for better view.

Status: cc		Created: 7/12/2016 11:39:00 AM by: hofcs					
Owned by: Unowned		Updated: by:					Items: 0
Field: Leader [Optional]							

Leader	000		RecS:	c	Type: a	BLvl:	m
			Cntl:	_	ELvl: 1	CatF:	_
			Link:	_			
Control Number	001	3122112					
Date/time latest trans.	005	19730928000000.0					
Fixed-Length Data Elements	008		Date:	690127	DtSt: s	Dates:	1968
			Dates:	____	Ctry: nyu	Ills:	____
			Audn:	_	Form: _	Cont:	b___
			GPub:	_	Conf: 0	Fest:	0
			Indx:	1	Fict: 0	Biog:	_
			Lang:	eng	MRec: _	Srce:	_

Library of Congress Control Nu	010	_ _	‡a	68028136
System Control Number	035	_ _	‡9 (DLC) 68028136	
Cataloging Source	040	_ _	‡a DLC ‡c DLC ‡d DLC	
Library of Congress Call Numbe	050	0 0	‡a Q125 ‡b .S744	
Dewey Decimal Call Number	082	0 0	‡a 301.3	
Main Entry - Personal Name	100	1 _	‡a Still, Henry	
Title Statement	245	1 0	‡a Man: the next 30 years.	
Edition Statement	250	_ _	‡a [1st ed.]	
Publication, Distribution, Etc. (I	260	_ _	‡a New York, ‡b Hawthorn Books ‡c [1968]	
Physical Description	300	_ _	‡a 216 p. ‡c 24 cm.	
(Obsolete) Price	350	_ _	‡a $5.95	
Bibliography, Etc. Note	504	_ _	‡a Bibliography: p. [207]	
Subject Added Entry-Topical Te	650	_ 0	‡a Science and civilization.	
Subject Added Entry-Topical Te	650	_ 0	‡a Human ecology.	
	906	_ _	‡a 7 ‡b cbc ‡c orignew ‡d u ‡e ncip ‡f 19 ‡g y-gencatlg	
	991	_ _	‡b c-GenColl ‡h Q125 ‡i .S744 ‡p 0005654849A ‡t Copy 1 ‡w BOOKS	

Search for:: ... | Bib: 113738 | Bib: 113703

If you Click on each tab, you can see the Full and Fast Added MARC. This is the Full MARC

This is the Fast Add MARC record. You can see that it is incomplete.

Search for:: ...   Bib: 113738   Bib: 113703

Status: cc
Owned by: Unowned
Field: Leader [Optional]

Created: 7/14/2016 11:44:00 AM by: hofcs
Updated: by:

Leader	000			RecS:	n		Type:	a		BLvl:	m
				Cntl:	_		ELvl:	5		CatF:	_
				Link:	_						

Main Entry - Personal Name   100   1   _   ‡a Still, Henry
Title Statement   245   1   0   ‡a Man: the next 30 years

Search for:: ...   Bib: 113738   Bib: 113703

Then of course when you click on the Search for.. Tab, it shows the Title list.
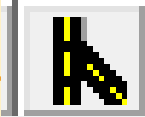
We will merge from the full record. It doesn't matter where you begin to merge, so long as you remember which Bib number is going to be deleted. It is just easier to start from the full MARC record so that it will always automatically be the surviving bib.

Status: cc | | Created: 7/12/2016 11:39:00 AM by: hofcs | | | | | | | | |
Owned by: Unowned | | Updated: by: | | | | | | | | Items: 0 |
Field: Leader [Optional] | | | | | | | | | | |

Leader	000		RecS:	c	Type:	a	BLvl:	m
			Cntl:	_	ELvl:	1	CatF:	_
			Link:	_				
Control Number	001	3122112						
Date/time latest trans.	005	19730928000000.0						
Fixed-Length Data Elements	008		Date:	690127	DtSt:	s	Dates:	1968
			Dates:	____	Ctry:	nyu	Ills:	____
			Audn:	_	Form:	_	Cont:	b___
			GPub:	_	Conf:	0	Fest:	0
			Indx:	1	Fict:	0	Biog:	_
			Lang:	eng	MRec:	_	Srce:	_

Library of Congress Control Nu	010	_ _	‡a 68028136	
System Control Number	035	_ _	‡9 (DLC) 68028136	
Cataloging Source	040	_ _	‡a DLC ‡c DLC ‡d DLC	
Library of Congress Call Numbe	050	0 0	‡a Q125 ‡b .S744	
Dewey Decimal Call Number	082	0 0	‡a 301.3	
Main Entry - Personal Name	100	1 _	‡a Still, Henry	
Title Statement	245	1 0	‡a Man: the next 30 years.	
Edition Statement	250	_ _	‡a [1st ed.]	
Publication, Distribution, Etc. (I	260	_ _	‡a New York, ‡b Hawthorn Books ‡c [1968]	
Physical Description	300	_ _	‡a 216 p. ‡c 24 cm.	
(Obsolete) Price	350	_ _	‡a $5.95	
Bibliography, Etc. Note	504	_ _	‡a Bibliography: p. [207]	
Subject Added Entry-Topical Te	650	_ 0	‡a Science and civilization.	
Subject Added Entry-Topical Te	650	_ 0	‡a Human ecology.	
	906	_ _	‡a 7 ‡b cbc ‡c orignew ‡d u ‡e ncip ‡f 19 ‡g y-gencatlg	
	991	_ _	‡b c-GenColl ‡h Q125 ‡i .S744 ‡p 0005654849A ‡t Copy 1 ‡w BOOKS	

Search for:: ... | Bib: 113738 | Bib: 113703

At the top left corner of the MARC record, you can see some tools. If you point to each tool with your mouse, it will tell what that tool is for. This is to merge
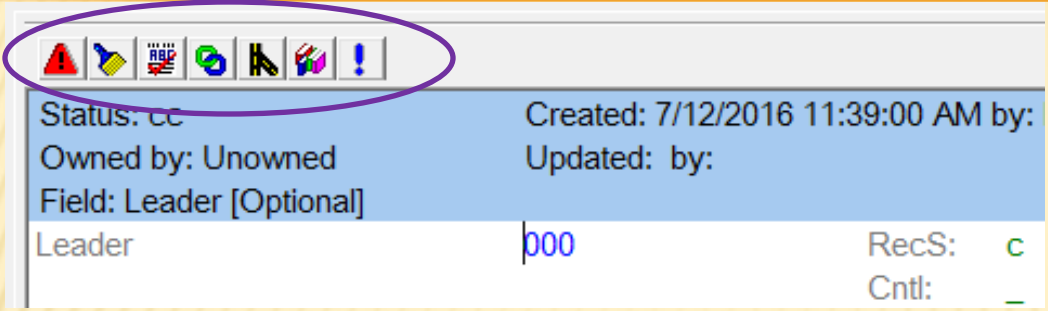
HERE BELOW SHOWS WHAT EACH TOOL INDICATES
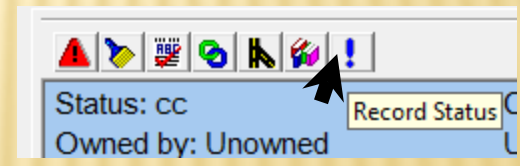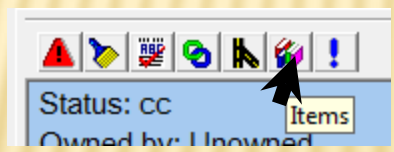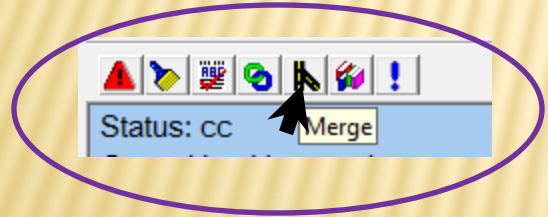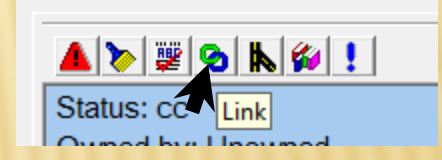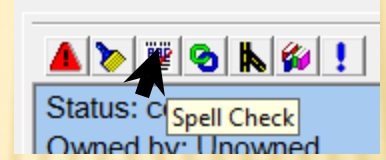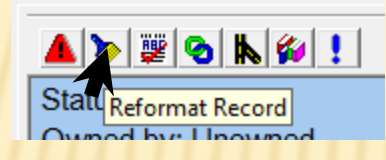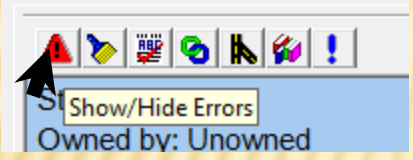
Point and left click on Merge.

This is the Bib Merge Window.
In the "Merge Profile" field
Point and left click on the
down arrow

From the Drop, there is
only one selection
"Standard Bib Profile"
Point and left click
where you see the
arrow here.

If you recall earlier when I showed each tab, and which is the one to get rid of
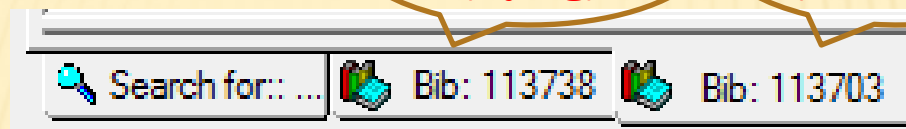
Point and Left Click on "Merge" at the bottom right

Merge had been completed. As you can see below, there is only ONE Bib Number left. Lets Press "Escape" and close this. We will start search again on this title.

Status: cc		Created: 7/12/2016 11:39:00 AM by: hofcs							
Owned by: Unowned		Updated: by:							
Field: Leader [Optional]									

Leader	000			RecS:	c	Type:	a	BLvl:	m	
				Cntl:	_	ELvl:	1	CatF:	_	
				Link:	_					
Control Number	001	3122112								
Date/time latest trans.	005	19730928000000.0								
Fixed-Length Data Elements	008			Date:	690127	DtSt:	s	Dates:	1968	
				Dates:	____	Ctry:	nyu	Ills:	____	
				Audn:	_	Form:	_	Cont:	b___	
				GPub:	_	Conf:	0	Fest:	0	
				Indx:	1	Fict:	0	Biog:	_	
				Lang:	eng	MRec:	_	Srce:	_	

Library of Congress Control Nu	010	_ _	‡a 68028136	
System Control Number	035	_ _	‡9 (DLC) 68028136	
Cataloging Source	040	_ _	‡a DLC ‡c DLC ‡d DLC	
Library of Congress Call Numbe	050	0 0	‡a Q125 ‡b .S744	
Dewey Decimal Call Number	082	0 0	‡a 301.3	
Main Entry - Personal Name	100	1 _	‡a Still, Henry	
Title Statement	245	1 0	‡a Man: the next 30 years.	
Edition Statement	250	_ _	‡a [1st ed.]	
Publication, Distribution, Etc. (I	260	_ _	‡a New York, ‡b Hawthorn Books ‡c [1968]	
Physical Description	300	_ _	‡a 216 p. ‡c 24 cm.	
(Obsolete) Price	350	_ _	‡a $5.95	
Bibliography, Etc. Note	504	_ _	‡a Bibliography: p. [207]	
Subject Added Entry-Topical Te	650	_ 0	‡a Science and civilization.	
Subject Added Entry-Topical Te	650	_ 0	‡a Human ecology.	
	906	_ _	‡a 7 ‡b cbc ‡c orignew ‡d u ‡e ncip ‡f 19 ‡g y-gencatlg	
	991	_ _	‡b c-GenColl ‡h Q125 ‡i .S744 ‡p 0005654849A ‡t Copy 1 ‡w BOOKS	

🔍 Search for:: ... 📚 Bib: 113703

Repeat the same search procedures earlier in this lesson for the same title.

This is what returned. The full Bib record and if you notice at the top, the item from the Fast Add Merged into this record.

Call # Non -Fiction - 2nd Floor   In Cataloging   Title   1   of   1
        FAST ADD   Requests 0

Author   Still, Henry

Title   Man: the next 30 years.

Edition   [1st ed.]

Publisher   New York, Hawthorn Books [1968]

Description   216 p. 24 cm.

Bibliography   Bibliography: p. [207]

Subjects   Science and civilization.
            Human ecology.

LCCN   68028136

ADDING / EDITING ITEM BARCODES OR ACCESSION NUMBERS

To Add items, either point and left click on Edit at the top menu bar and choose "Send to.." from the drop menu (or) Press "F10" on your keyboard.
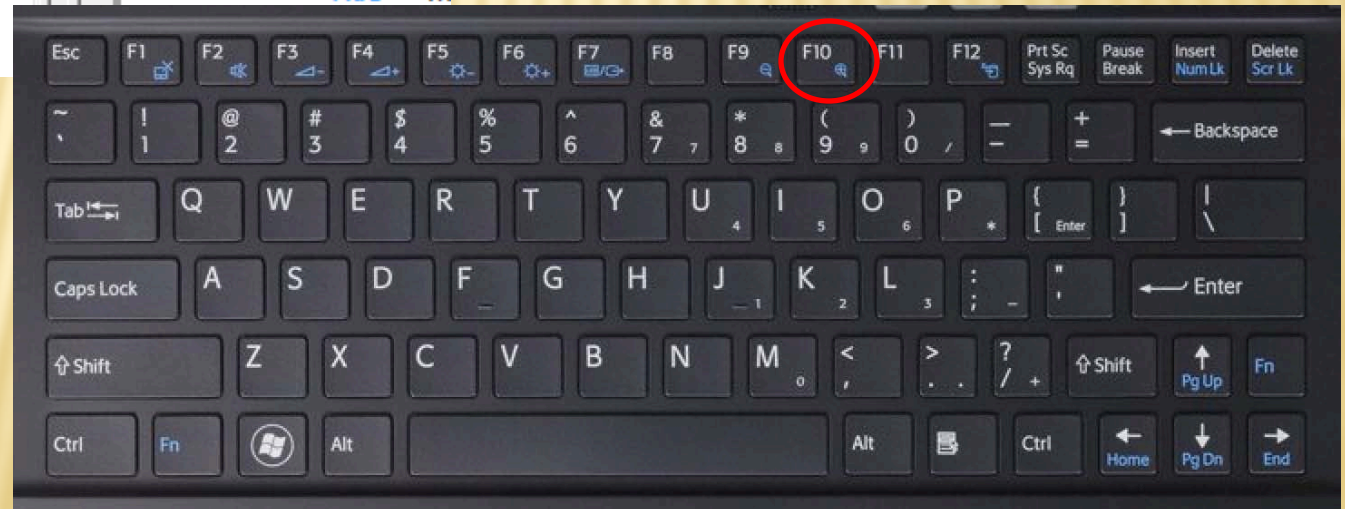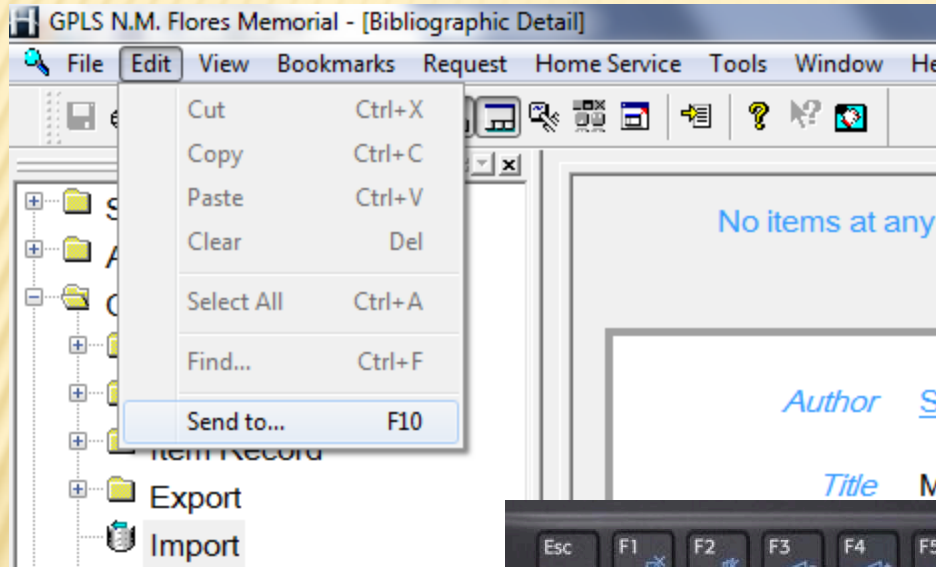
You should see this window. From this menu, choose "Copy/Item List" and then OK at the bottom.
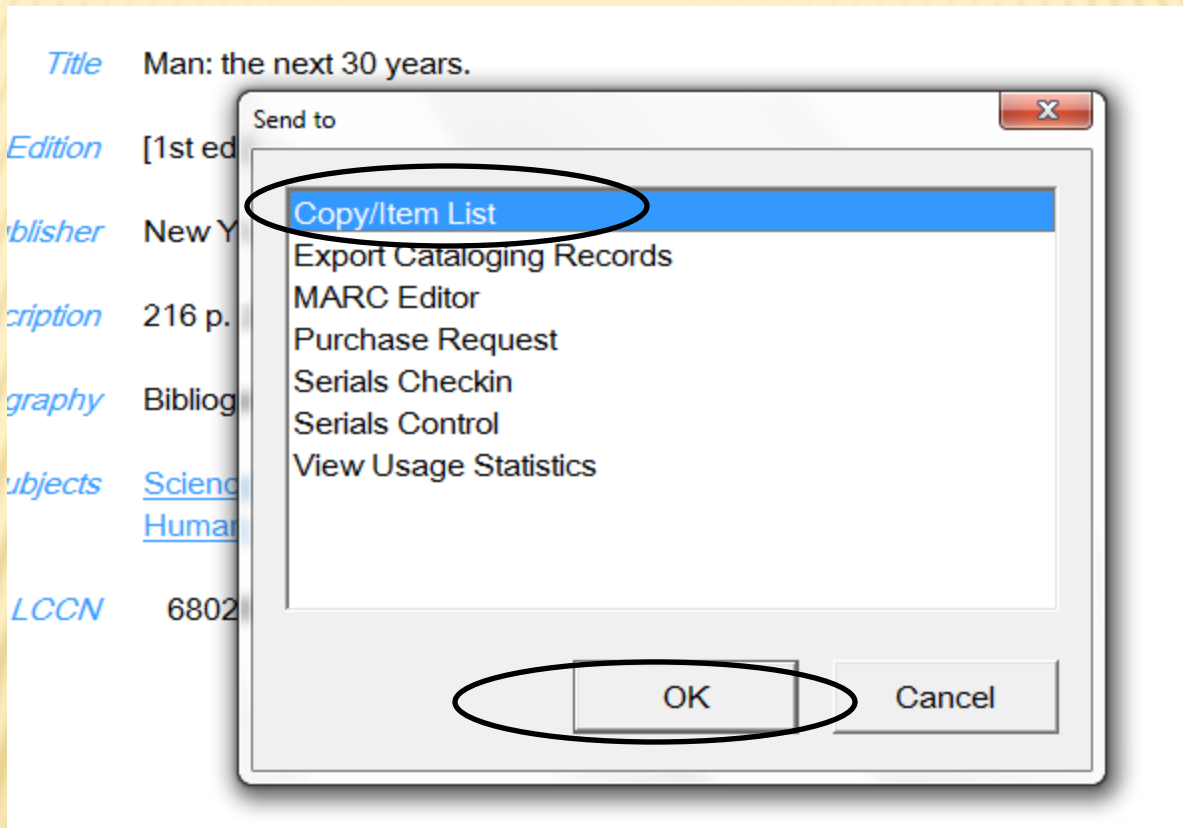
Barcode	Location	Collection	Call No.	Copy
⟫ 1. 0000019299	GPLS N.M. Flores	Adult Non-Fiction	FAST ADD	

This is the Item List Window. There is one item listed above and if you notice the "Call No." is "FAST ADD". You are going to want to Edit this item so that you can take the Status from "In Cataloging" to "On Shelf" To Edit this item, you need to highlight by clicking on it and then choosing "Edit" at the bottom.

If you were to add a new item, you would choose "New" at the bottom.

LET'S EDIT

Selection [　　　　　]   Total: 1

[Edit] [New] [Sort...] [Display...] [Detail Status] [Batch Create]

🔍 Bibliographi... 📘 List: Items for...

Again You need to point and left click on the item, then the Edit button at the bottom.

Barcode	Location	Collection	Call No.	Copy
1. 0000019299	GPLS N.M. Flores	Adult Non-Fiction	FAST ADD	

Selection **1**   Total: 1

Edit   New   Sort...   Display...   Detail Status   Batch Create

🔍 Bibliographi... 📚 List: Items for...

Item#	177380	Copy#
Created	07/14/2016	Updated 07/14/2016

* Item Type   CIRCBK   *Circulating Books*   Codes

* Item Barcode   0000019299

* Location   HAGATNA   *GPLS N.M. Flores Memorial*   Codes

* Collection   NF   *Adult Non-Fiction*   Codes

Call No.   FAST ADD

Copy Statement   [   ]   Serial Volume No.   [   ]

Source   [   ]   Price 0.00   Staff-Only ☐

PAC Note   [   ]

* Item Status   t   *In Cataloging*   Codes

Status Updated   07/14/2016   Inventoried   Fast-Add ☑

Checkin Note   [   ]

Last Checkout   07/14/2016   No. of Checkouts   1

Due   Time   Out to Borrower No.

No. of Pieces   0   No. of Renewals   0

No. of Phone Renewals   0

Internal Note

No. of OPAC Renewals   0

Checkout Location

Available

Call Type   ddc   *Dewey Decimal Call Numbers*   Codes

Close   Save   Page Up   Page Down   Page 1 of 3

🔍 Bibliographi... 📚 List: Items f... 📚 Edit: Items fo...

Here at the right is your Item information.

Notice here that the information at the top is already pretty much complete until you come down to the "Call No." field. Since this book is a non-fiction item, you should type in the Class No, which can be found on the spine of the book.

Item#	177380 Copy#
Created	07/14/2016 Updated 07/14/2016
* Item Type	CIRCBK *Circulating Books*
* Item Barcode	0000019299
* Location	HAGATNA *GPLS N.M. Flores Memorial*
* Collection	NF *Adult Non-Fiction*
Call No.	FAST ADD
Copy Statement		Serial Volume No.
Source		Price 0.00 Staff-Only ☐
PAC Note	
* Item Status	t *In Cataloging*
Status Updated	07/14/2016 Inventoried Fast-Add ☑
Checkin Note	

Codes
Codes
Codes
Codes

909.9
Still

CORRECTION
⬇

Call No.	909.9^Still

Just to keep in mind with other categories in the Call field.

Remember between each line is a "^"

Call No.   B^STILL

B
STILL

Call No.   J^FIC^Still

J
FIC
Still

Call No.   FIC^Still

FIC
Still

Call No.   J^909.9^Still

J
909.9
Still

Call No.   909.9^Still

909.9
Still
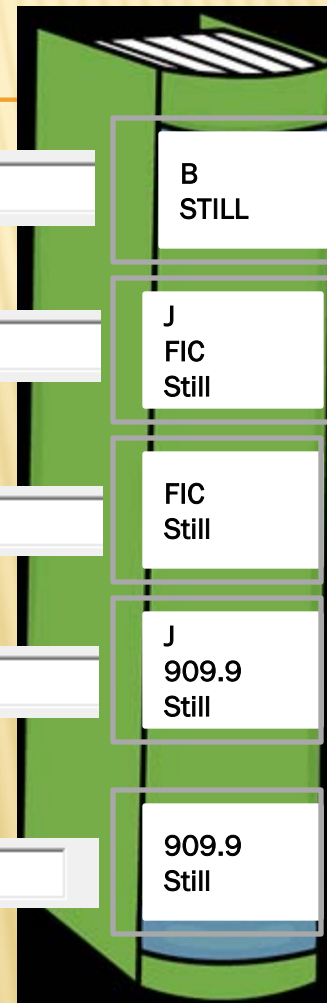
In the "Copy Statement" field, it should signify if this is a 2nd copy or 3rd copy. This is currently the only copy for this branch so it would be left blank.

"Serial Volume No." field should be used if this book comes in volumes for example encyclopedia's, great books, etc., and it would only be the number entered.

In the "Source" field should be either "Fed/GovGuam" if this is was a book ordered by the library, or "Donation" if this book was donated to the library. This book is an old collection of ours and it does not signify on the book or card, so I will put "Fed/GovGuam"

Of course in the "Price" field would be the price of the book.

Staff-Only should be left unchecked unless this is a library use item only.

Copy Statement		Serial Volume No.	
Source		Price 0.00	Staff-Only ☐
PAC Note			

Copy Statement		Serial Volume No.	
Source	Fed/GovGuam	Price 5.95	Staff-Only ☐

This is just an example of the other fields. If for example Hagatna had 3 copies of the same exact book, then you would enter in the "Copy Statement" field for this book "c.1" and then when you enter the next copy you would type "c.2" on that copy statement field and so fourth.

| Copy Statement | c.1 | Serial Volume No. | 1 |
| Source | Fed/GovGuam | Price | 5.95 | Staff-Only ☐ |

If this book was for example an encyclopedia then the volume number would be in the "Serial Volume No." field when entering each book.

The "PAC Note" should be left alone. You can choose "Codes" next to the "Item Status" field and place it "OS" for On Shelf.

Make sure to "Un-Check" the "Fast-Add" box. That is how you will stop the message "In Cataloging" from popping up when book is checked in.

PAC Note		
* Item Status	t	*In Cataloging*
Status Updated	07/14/2016	Inventoried Fast-Add ☑
Checkin Note		
Last Checkout	07/14/2016	No. of Checkouts 1
Due		Time Out to Borrower No.
No. of Pieces	0	No. of Renewals 0
No. of Phone Renewals	0	

Codes

There are some fields in this box that can not be done in some circumstances. Just to keep in mind.

CORRECTED
↓

* Item Status   OS   *On Shelf*
Status Updated 07/14/2016 Inventoried   Fast-Add ☐

Code Lookup: Item Status

Status	Description
o	Checked out
OD	Overdue
OS	On Shelf
r	On Order
rb	Reserve Bookroom
recall	Recall
rw	Reserve withdrawal
s	Shelving Cart

Status OS   Total: 35

OK   Cancel   Add   Edit

The "Checkin Note" field can be used to add messages for example if the book is requested by another patron, or if there was something significant regarding the book that other technicians should be aware of upon return. When the book is checked-in, that message will appear.

The same with Internal Note field. Used for internal information regarding this particular item.

Call type should be "ddc" for Dewey Decimal Call Number because this is the system we use for our collection. You can use the codes to look at it. Notice the list has for example "sudoc" for Federal depository use, and others.

You do not need to go Page Down. This is all the information required for the item. Left click on "Save" and Close.

| Close | Save | Page Up | Page Down | Page 1 of 3 |

Bibliographi... | List: Items f... | Edit: Items fo...

| Close | Save | Page Up | Page Down | Page 1 of 3 |

Bibliographi... | List: Items f... | Edit: Items fo...

This is the item appearance now from the list. Notice that the "Call No." no longer says "Fast Add"

	Barcode	Location	Collection	Call No.	Copy
→	1. 0000019299	GPLS N.M. Flores	Adult Non-Fiction	909.9^Still	

LET'S ADD A NEW ITEM. I HAVE GONE IN AND MADE THE ABOVE ITEM COPY 1 FIRST.

	Barcode	Location	Collection	Call No.	Copy
→	1. 0000019299	GPLS N.M. Flores	Adult Non-Fiction	909.9^Still	c.1

Point and left click on "New" at the bottom to enter a new Item.

This is a new window to enter a new item. You can see that the "Item Type" field is already at "CIRCBK" for Circulation Book. If you choose the Codes at the right you will see the selections. If you are entering a Reference Book for example, then you need to change it to Non-circulating.

Selection [   ]   Total: 1

Edit   New   Sort...   Display...   Detail Status   Batch Create

Bibliographi...   List: Items for...

Item#   Copy#
Created   07/15/2016   Updated
* Item Type   [CIRCBK]   *Circulating Books*   Codes
* Item Barcode   [   ]
* Location   [   ]   Codes
* Collection   [   ]   Codes
Call No.   [   ]
Copy Statement   [   ]   Serial Volume No.   [   ]
Source   [   ]   Price   [   ]   Staff-Only ☐
PAC Note   [   ]
* Item Status   [n]   *Newly Acquired*   Codes
Status Updated   Inventoried   Fast-Add ☐
Checkin Note   [   ]
Last Checkout   No. of Checkouts
Due   Time   Out to Borrower No.
No. of Pieces   No. of Renewals
No. of Phone Renewals
Internal Note   [   ]

No. of OPAC Renewals
Checkout Location
Available
Call Type   [   ]   Codes

Close   Save   Page Up   Page Down   Page 1 of 3

Bibliographi...   List: Items f...   Edit: Items fo...

Shown below is the List of Codes for particular items and its categories.

This is the list of Item Type's on the right

This item is a regular circulation book, so it will be left at "CIRCBK"

In your "Item Barcode" field, you will type in your item accession number or barcode number

* Item Barcode `0000652853`

* Location [   ]

Codes

Choose the "Codes" in the Location field. These are a list of Locations to the right.
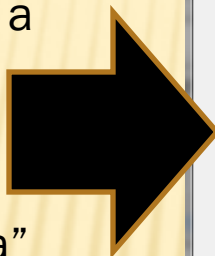
I have Selected "Hagatna" because this a Hagatna Book.

Code Lookup: Location Parameters

Location	Name
AGAT	GPLS M.R. Aguigui Memorial
BARRIGA	GPLS Barrigada
Bookmob	GPLS Bookmobile
DEDEDO	GPLS Dededo
DEPT Corr	(Not in Use) Guam Department of
DYA	Dept. Of Youth Affairs
HAGATNA	GPLS N.M. Flores Memorial
HOSP	(Not In Use) Guam Memorial Hospital Library
LAW	(Not In Use) Guam Law Library
MERIZO	GPLS Merizo
YONA	GPLS Yona

Location `HAGATNA`   Total: 11

| OK | Cancel | Add | Edit |

* Collection [   ]   **Codes**

Call No. [   ]

For the "Collection" field, you can choose the "Codes" again at the right. It is a long list so I had to post two windows for you to see. This is an Adult Non-Fiction so I chose the NF, shown on the right.

Code Lookup: Collection Codes

Collection	Descr.
AC	Audiocassettes/disc
ACQ	Items on Order Collection
B	Adult Biography
BR	Braille Materials
CALDC	Caldecott Books
CD	Compact Discs
DVD	Digital Video Discs
E	Children's Picture Books
ENF	Easy Non-Fiction
FA	Fast Add
FA-BI	Fast Add (Delete Bib and Item)
FA-I	Fast Add (Delete Item)
FIC	Adult Fiction
GN	Graphic Novels
GUAM	Guam Collection
JB	Juvenile Biography
JFIC	Juvenile Fiction
JNF	Junvenile Non Fiction

Collection [   ]   To

OK   Cancel   Add   Edit

Code Lookup: Collection Codes

Collection	Descr.
KIT	AV Kits
MCNAU	MC Naughton Books
NF	Adult Non-Fiction
NWBRY	Newbery Books
OFFICE	Materials Shelved in Director's Office
PB	Paperback
PHOTO	Photograph Collection
PRDC	Periodicals
REF	Reference
SUDOC	Federal Government Room Collection
SW	Software
TALKBK	Talking Books
UNK	Unknown collection for item creation
VC	Videocassettes/Compact Disc
VF	Vertical Files
YA	Young Adult Non-Fiction
YAB	Young Adult Biography
YAFIC	Young Adult Fiction

Collection [NF   ]   Total: 36

OK   Cancel   Add   Edit

Item#	177380	Copy#
Created	07/14/2016	Updated 07/15/2016

* Item Type: `CIRCBK` *Circulating Books* [Codes]

* Item Barcode: `0000019299`

* Location: `HAGATNA` *GPLS N.M. Flores Memorial* [Codes]

* Collection: `NF` *Adult Non-Fiction* [Codes]

Call No.: `909.9^Still`

Copy Statement: `c.2`   Serial Volume No.: ` `

Source: `Fed/GovGuam`   Price: `5.95`   Staff-Only: ☐

PAC Note: ` `

* Item Status: `OS` *On Shelf* [Codes]

Status Updated: 07/15/2016   Inventoried   Fast-Add: ☐

Checkin Note: ` `

Last Checkout: 07/14/2016   No. of Checkouts: 1

Due: Time: Out to Borrower No.:

No. of Pieces: 0   No. of Renewals: 0

No. of Phone Renewals: 0

Internal Note: ` `

No. of OPAC Renewals: 0

Checkout Location:

Available:

Call Type: `ddc` *Dewey Decimal Call Numbers* [Codes]

[Close] [Save] [Page Up] [Page Down]   Page 1 of 3

Bibliographi... | List: Items f... | Edit: Items fo...

I have just covered the first part of this for you and the rest were already covered earlier. This is the complete 2nd copy so if you notice in the "Copy Statement" field I typed "c.2". Now just to Save, and Close.

Barcode	Location	Collection	Call No.	Copy
1. 0000019299	GPLS N.M. Flores	Adult Non-Fiction	909.9^Still	c.1
2. 0000652853	GPLS N.M. Flores	Adult Non-Fiction	901.9^Still	c.2

Also to keep in mind that using the (c.1, c.2, etc) would only be if the copies are in one branch. You will not be using it to count copies for (Hagatna, Agat, Barrigada, Dededo, Merizo, Yona as c.1, c.2, c.3, c.4, c.5, c.6).

Again for each time you are going to enter another copy, you will point and left click on "New" and to Edit an item, you will point and left click on the item, then "Edit"

Selection					Total: 1

Edit   New   Sort...   Display...   Detail Status   Batch Create

Bibliographi...   List: Items for...