Cataloging Step-By Step

Go to the "Advanced Search"

Set Library to All Libraries

Search by ISBN whenever possible. If material is not found try by title.

Add holding info

Click on "Add New Item Record

Add Item

Title	Strategic planning for results
Author	Nelson, Sandra S.

Field	Value
Barcode	[ ] ☐ **Do Not Allow Circulation**
Copy	2
Material Type	Book ⌄
Current Location	North Central Kansas Libraries System - System - Professional Collection ⌄
Permanent Location	North Central Kansas Libraries System - System - Professional Collection ⌄
Categories	
Prefix	[ ]
Suffix	[ ]
Item Call Number	025.1974
Status	Available ⌄
Cost	65.00

Your holding will automatically be on that record.

If you can't find a record on Norcat

Go back to Advanced Search

Unclick Search Norcat

Choose Resources - 1 Resource(s) selecte

☐ Clear All

▼ ✖ Search the NCKLS Catalog
✖ NorCat ⓘ

Select Certain Libraries from Interlibrary Loan

Manhattan Public Library

NexPress

Norwest Passage

Pathfinder Central

SEKnfind

Swiftnet

Try not to use any others. These are from the other systems and should have good records.

Again, search by ISBN ONLY

If you don't find a matching record send a request to Cherie and Carol.

DON"T

1. Make brief records for items that will remain permanently in the collection
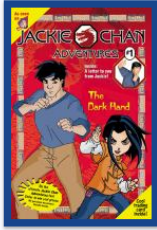
Attach your holding to a full record

2. Add anything to the title of any material no series # no # of CD's that is elsewhere in the record

The dark hand #1
Author: Rodgers, John
Found in: NorCat

Details   **Shelf Browse**   **MARC Display**

Details

Add New Item Record

Permanent Link

Format :	Book
System Nbr. :	bo712948
ISBN :	0448426498
Author :	Rodgers, John.
Title :	The dark hand #1/ based on the teleplay "The dark hand" written by John Rodgers ; a novelization by Eliza Willard.
Publisher :	Grosset & Dunlap,
Date :	2001.
Description :	53 p. : ill. ; 20 cm.
Series Title :	Jackie Chan adventures ; #1
Notes :	"A Parachute Press book".
Notes :	Legend says that twelve magical stones are scattered across the globe. Twelve talismans-each with its own special power. And Jackie is on a quest to find them all! The adventure begins when Jackie finds an ancient shield in a crumbling castle-a shield that may hold magical powers!
Subject :	Astral projection --Fiction.
Subject :	Children's stories.
Subject :	Magic --Fiction.
Subject :	Martial artists --Fiction.
Subject :	Talismans --Fiction.
Co-Author :	Willard, Eliza.
Series Title :	Jackie Chan adventures ; no. 1.

Add New Item Record

The last days of Dogtown, 9 CDs a novel, Unabridged
Author: Diamant, Anita
Found in: NorCat

Details   **More About This Title**   **MARC Display**

Details

Add New Item Record

Permanent Link

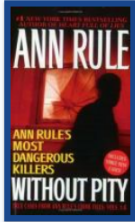|	
Format :	AudioBook
System Nbr. :	bo719145
ISBN :	0743550986
Author :	Diamant, Anita.
Title :	The last days of Dogtown, 9 CDs a novel, Unabridged / Anita Diamant, read by Kate Nelligan. [sound recording] :
Edition :	Unabridged ed.
Publisher :	Simon & Schuster,
Date :	c2005.
Description :	9 sound discs (ca. 9.5 hrs.) : analog, Dolby processed.
Subject :	Dogtown Commons (Gloucester, Mass.) --Fiction.
Subject :	Gloucester (Mass.) --Fiction.
Subject :	Historical fiction.

0 Total Copies, 0 Available

Add New Item Record

Attach to ILL records

Without pity : Ann Rule"s most dangerous killers

Author: Rule, Ann
Found in: NorCat

[book cover image: ANN RULE / ANN RULE'S MOST DANGEROUS KILLERS / WITHOUT PITY]

Pin it

Details   Shelf Browse   More About This Title   MARC Display

Details

						Add New Item Record
						Permanent Link
Format :	Book					
ISBN :	0743448677 (pbk.)					
Author :	Rule, Ann.					
Title :	Without pity : Ann Rule"s most dangerous killers					
Subject :	ZZZILLbriefbib					
						Add New Item Record

Location	Call Number	Status			
Abilene Public Library - Desk - ILL	Adult Nonfiction 364.1523 Rule (ILL)	Available	●	▯	Edit Item
Washington Public Library - Adult - Nonfiction	364.152 (Adult NF 300-399)	Available	●	▯	Edit Item

Don't put videos on book records

0 Hold(s) in

Details

Staff Functi

Print This

Authoriz

Edit Bib Re

					Add New Item Record
					Permanent Link
Format :	Book				
ISBN :	1-4170-4272-9				
Title :	The Wedding Date				
Publisher :	Universal				
					Add New Item Record

Location	Call Number	Status			
Leonardville City Library - Video - Collection	DVD (DVD)	Available	●	▯	Edit Item
Peabody Township Library - Video - DVD	V WED (DVD)	Checked Out	●	▯	Edit Item

Shelf Browse

❮ Previous Page	Choose a location ▾	Next Page ❯

Leonardville City Library - Video - Collection

DO

Delete brief records with no holdings

Item Reports	
Bibs Without Items	A list of all bibliographic records on the system that do not have at least one item attached.
Delete Bibs Without Items	Delete bibliographic records on the system that do not have at least one item attached.
Brief Bibs from Circulation	A list of all brief bibliographic records on the system that were added from the circulation interface.
Item Exception Listing	A list of all items that have been given an exception.
Delete Item Exceptions	Deletes all items that have been given a particular exception.
Location Holdings	A list of all items within a location.

Do print a Locations Holdings report for your Technical Services and Technical Services Cataloger review

The Leader in the MARC Record is very important

Author: Bryan, Mark A
Found in: NorCat

Details

Add New Item Record

Permanent Link

Format :	Archival Materials
System Nbr. :	ocm41165055
ISBN :	0345432657 (pbk.)
Author :	Bryan, Mark A.
Title :	Money drunk/money sober : 90 days to financial freedom / Mark Bryan and Julia Cameron.
Publisher :	Ballantine Wellspring,
Date :	1999.
Description :	vi, 225 p. ; 21 cm.
Notes :	"Formerly titled The money drunk."
Notes :	Includes bibliographical references (p. 217-219) and index.
Subject :	Finance, Personal.
Subject :	Money.
Subject :	Compulsive behavior.
Co-Author :	Cameron, Julia.

Add New Item Record

You will need to go to the Edit Bib Record function

Details

Staff Functions

Print This Item

Add New Item Record

Authorize

Permanent Link

Edit Bib Record

Format :	Book
LCCN :	2009050254
ISBN :	9780670021765 : HRD :
ISBN :	0670021768 : HRD :
Author :	Hall, Catherine, 1973

You will need the AG Cat widget . I pops up a window with the MARC Record.

LDR Leader			·····cam·a·······8a·····
UDB		c	5500
003 Control Nbr. ID			CPomAG
005 Latest Trans.			20100519121100.5
008 Fixed Field			091208s2010····nyu··········000·1·eng··
010 LCCN	. .	a	2009050254
020 ISBN	. .	a	9780670021765·:·HRD·: c $25.95
020 ISBN	. .	a	0670021768·:·HRD·: c $25.95
037 Srce. of Acq.	. .	b	Penguin·Group·USA,·Attn:·Order·Processing·405·Murray·Hill·Pkwy,·East·Rutl
040 Cataloging Srce	. .	a	DLC c DLC
050 LC Call Nbr.	0 0	a	PR6108.A46 b D39·2010
082 Dewey Call Nbr.	0 0	a	823/.92 2 22
092	. .	a	F·Hall
100 Author/Creator	1 .	a	Hall,·Catherine, d 1973- 9 78672
245 Title	1 0	a	Days·of·Grace·: b a·novel·/ c Catherine·Hall.
260 Imprint	. .	a	New·York·: b Viking, c 2010.
300 Description	. .	a	294·p.; c 22·cm.

When you double click on the LDR line another box pops up. You will need to set the "Type of Record" to the correct material type. The types we use most often are:

Printed Language material (for books)

Non-musical sound recording (for audio books)

Musical sound recording

Projected Medium (for videocassettes and DVD's)
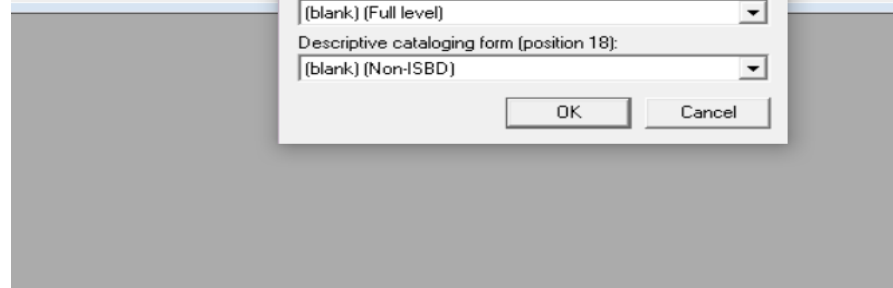
Kit (for anything with multiple parts)

2004

te a ·

rary---Non-fiction---700-7!   )-799 h 7£

·Memorials---MEM b Ma   30·T u Ava

Edit leader by positions   ×

Type of record (position 06):
a (Printed language material)   ▼

Bibliographic level (position 07):
a (Monographic component part)   ▼

Encoding level (position 17):
(blank) (Full level)   ▼

Descriptive cataloging form (position 18):
(blank) (Non-ISBD)   ▼

            OK   Cancel

Don't worry about the other 3 lines.

The Leader works together with the 007 and 008 fields to tell the catalog what format the item is.

Days that should have been: a child's diary in the early days of Kansas

☐ Days that should have been: a
Sneed, Myrtle
Pygmalion Press
2004
Book (1)
Current Holds: 0
Availability: 2 (of 2)

☐ Days like these.
Margolis, Sue
Kennebec Large Print, a part...
2017
Large Print (1)
Current Holds: 0
Availability: 1 (of 1)

Fixing the 007 is the important thing for Videocassettes, DVD's and Blu Rays. Also for Large Print.

The choices in the Data Elements change depending on the Category of material

Video Recording brings up "Specific Material Designation"

Indicate videodisc or video cassette

The "04 Videorecording Format" brings up choices of the kinds of formats

We would use either VHS (1/2 in. videocassette), Bluray or DVD.

Those are the only ones you need to adjust. Leave the others as they are.

For Large print Choose "Text" for the "Category of Material"

And "Large Print" under "Specific Material Designation"

Don't worry about doing an 007 for regular print books, it is set to default there.

The 008 is more complicated but not as important as the 007 if you don't use it.

Running Reports

The reports we need for this are under Circ Reports. Run Reports

The Bibs Without Items report does not work at this time. Do NOT use this report.

Please run the "Brief Bibs from Circulation" report.

This will tell you the records that are in as ZZZBrief that need to be changed to full records.

The report will come as an Excel spreadsheet. To fix these records go to the Advanced Search function, set to "All Libraries" and see if there is a full record that matches your material. Merge your record by going to the Record Tab and clicking "Merge Records"

It will pop up a box with the two numbers. Keep the good record merge the brief record.
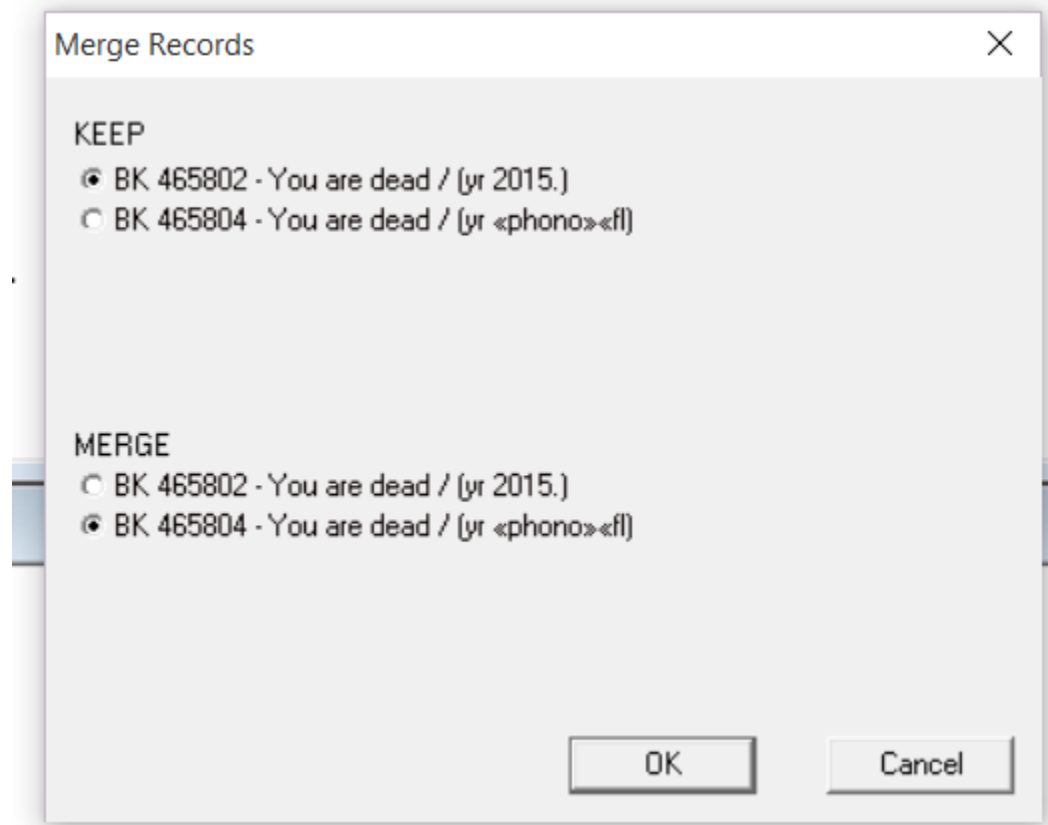
The other report to run is a "Locations Holdings" for 2 locations:

"Technical Services"

"Technical Services—Cataloger Review"

You might have some old record you have added in another way stuck there.

Proceed to fix or merge the records as needed.