

Matching Points and Required Fields

This is a quick reference for what to look for when matching items and filling in required fields.

When you are looking for the best item to copy into your records you will want to make sure that these things match exactly:

- ISBN
- Title and Author
- Format (hardcover, paperback, dvd, Blu-ray)
- Publisher and Copyright

An ideal record would contain a match for all of these. If you are unable to find a good record for an item, please let us know.

When you are in the final stage of adding the item, make sure that you fill in **ALL** of the required fields:

- 8-collection code
- a-home library
- b-current library
- c-shelving location
- d-date acquired
- e-source of acquisition (your initials)
- v-cost, replacement cost
- o-full call number
- p-barcode
- y-Koha item type