

Basic Cataloging. Adding an Item:

Go to catalog search. Find the item that matches the book you are adding to the collection. Click on the title for the next step.


The screenshot shows the 'Public Catalog' interface for the 'State Library of KS'. The search bar at the top contains 'dark matter' and is highlighted with a red box and a red arrow. Below the search bar, the 'Search results' section shows '405 result(s) found for 'dark matter''. On the left, there are filters for 'Availability', 'Authors', 'Types', and 'Locations'. The main results area shows a list of items, with the first item highlighted by a red box and a red arrow. The item is '1. Dark matter : a novel / Blake Crouch.' with details: 'by Crouch, Blake [author].', 'Publisher: New York : Crown, [2016]', 'Description: 342 pages ; 25 cm.', 'ISBN: 1101904224; 9781101904220', and 'Edition: First edition.'.

Now you can add the item by clicking on “New” and selecting “New item” from the drop-down menu.

The screenshot shows the 'New' dropdown menu in the catalog interface. The menu is open, showing options: 'New record', 'New item', 'New subscription', and 'New child record'. A red arrow points to the 'New item' option. The background shows the details of the book 'Dark matter : a novel / Blake Crouch.' with fields for 'Description', 'Content type', 'Media type', 'Carrier type', 'ISBN', 'Genre/Form', 'DDC classification', 'Summary', 'OPAC view', 'MARC preview', 'MARC framework', and 'Elasticsearch record'. At the bottom, there are tabs for 'Other holdings (5)', 'Item groups', 'Descriptions (1)', 'Acquisition details', and 'Images (0)'.

This will take you to the space where you fill in the required fields, including the barcode for the item you are adding. The necessary fields will be highlighted with red font. After you fill out these fields, click on “Add item.”

- 8-collection code
- a-home library
- b-current library
- c-shelving location
- d-date acquired (this box will auto-fill after you click in it)
- e-source of acquisition (your initials)
- v-cost, replacement price
- o-full call number
- p-barcode
- y-Koha item type



0 - Withdrawn status	<input type="text"/>	
1 - Lost status	<input type="text"/>	
2 - Source of classification or shelving scheme	<input type="text" value="Dewey Decimal Classification"/>	<input type="button" value="x"/>
3 - Materials specified (bound volume or other part)	<input type="text"/>	
4 - Damaged status	<input type="text"/>	
5 - Use restrictions	<input type="text"/>	
7 - Not for loan	<input type="text"/>	
8 - Collection code	<input type="text"/>	Required
a - Home library	<input type="text" value="Vermillion Public Library"/>	<input type="button" value="x"/> Required
b - Current library	<input type="text" value="Vermillion Public Library"/>	<input type="button" value="x"/> Required
c - Shelving location	<input type="text"/>	Required
d - Date acquired	<input type="text"/>	Required
e - Source of acquisition	<input type="text"/>	Required
g - Cost, normal purchase price	<input type="text"/>	
h - Serial Enumeration / chronology	<input type="text"/>	
o - Full call number	<input type="text" value="813/.6"/>	Required
p - Barcode	<input type="text"/>	Required
t - Copy number	<input type="text"/>	
v - Cost, replacement price	<input type="text"/>	Required
x - Non-public note	<input type="text"/>	
y - Koha item type	<input type="text" value="Book"/>	<input type="button" value="x"/> Required
z - Public note	<input type="text"/>	

Once you have filled in the required fields and clicked ‘add item’ you should be able to view your new record above.