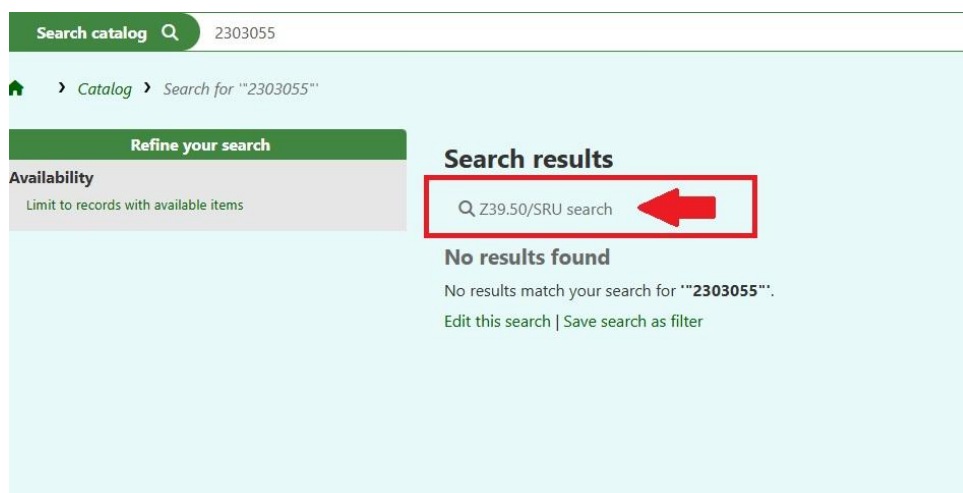# NCKLS Cataloging Guidelines
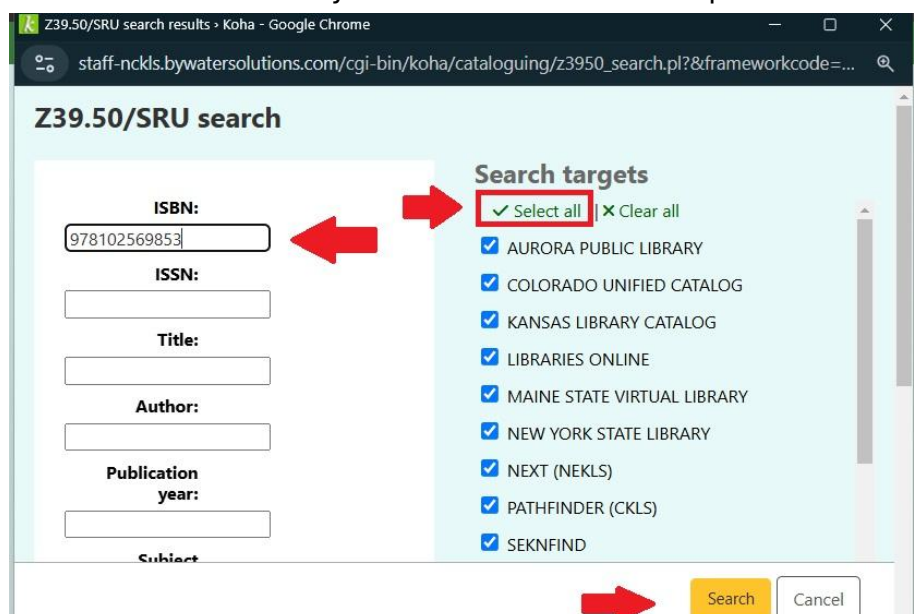
Adding new records to your catalog:

Before you add a new record to the catalog, make sure that you scan the ISBN first to make sure there is not already a record for the item.

After this is confirmed, the Z39.50 button will appear:

Then you can scan the ISBN if needed and 'select all' for the search targets. From there, choose the best record you see from the list and import it.

After you scan the ISBN, it will bring up a list of the items from the libraries that have them.

Important tip: Before deciding on which bib record you want to copy/add, please make sure that these details match with the item:

- ISBN
- Title and author
- Format (is it a hardcover, paperback or eBook, or a DVD or Blu-ray)
- Publisher and Copyright should also match.

An ideal record would contain a match for all these points. In most cases, items should not need to be edited, but if you cannot find one that is sufficient, please let us know. There are times when a book may be paperback or hardcover and be under the same record. This often occurs when the page number and dimension are the same, so it is ok to import records that include both hardcover and paperback.

Once you have checked for accuracy and found the best record, you can import the book.

Server	Title ▲	Author	Year	Edition	ISBN	LCCN	Actions
LIBRARY OF CONGRESS							Card ▲
OAKLAND PUBLIC LIBRARY	THE FRINDLE FILES.	Clements, Andrew.	2024		0399557636 | 9780399557637		Card ▲
KANSAS CITY PUBLIC LIBRARY	The Frindle Files	Clements, Andrew	2024		9780399557637 | 0399557636		Card ▲
SAN FRANCISCO PUBLIC LIBRARY	The Frindle Files.	Clements, Andrew.	2024		9780399557637:HRD | 0399557636:HRD		Card ▲
DALLAS PUBLIC LIBRARY	The Frindle files /	Clements, Andrew,	2024	First edition.	9780399557637: | 0399557636: | 9780399557644		⊙ MARC preview
SAN DIEGO COUNTY LIBRARY	The Frindle files /	Clements, Andrew,	2024	First edition.	9780399557637 | 0399557636	bl2024015973	⊙ Card preview ⬇ Import
LIBRARY OF CONGRESS SRU	The frindle files /	Clements, Andrew,	2024	First edition.	9780399557637 | 9780399557644	2024941617	Card ▲

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Go to page : 1   Go

Try another search

This will bring you to the "Add MARC record" portion. It is only necessary to fill out one piece of the section. This is the Koha item type on line 942 c. Pick the item type and save it.

After this, you will be taken to the 'Add item' screen. It is required that you fill out certain parts of this form. They are:

- 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

Once you have filled in the required fields, you can add the item by clicking on the "Add item" button at the bottom of the form.

After your item is added, you will see it appear at the top of the page. You can also use the menu to the left if you want to view it in MARC or Normal mode.

Adding an item to a record:

- Use these steps to add your item to a record.
- You will first need to search for the record that matches your item in hand.
- Once you find that record, you will click on "New item."
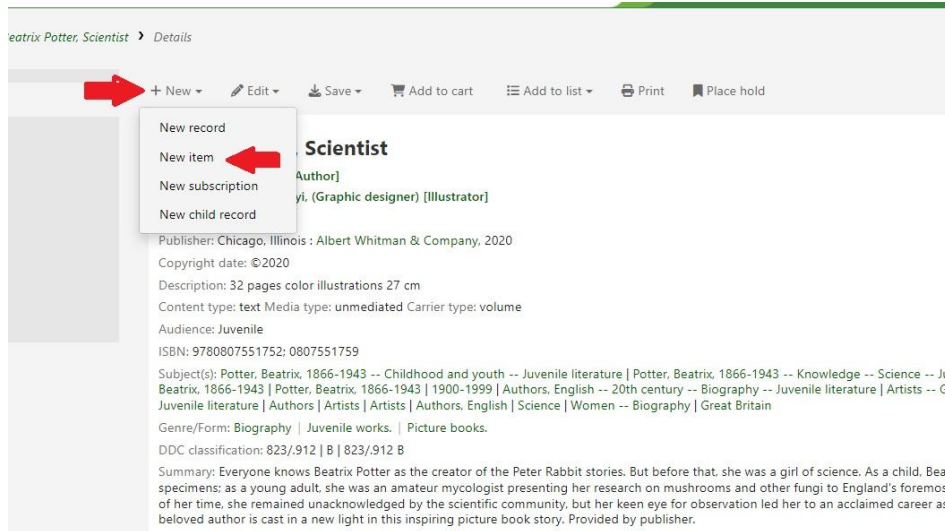
This will take you to the page where you fill in the required fields. Once this is done and you click 'add item', your item has been saved.

If you are unable to locate your item and have not been trained in the Z39.50 search, please contact Amber at NCKLS to either add your record or set up training.
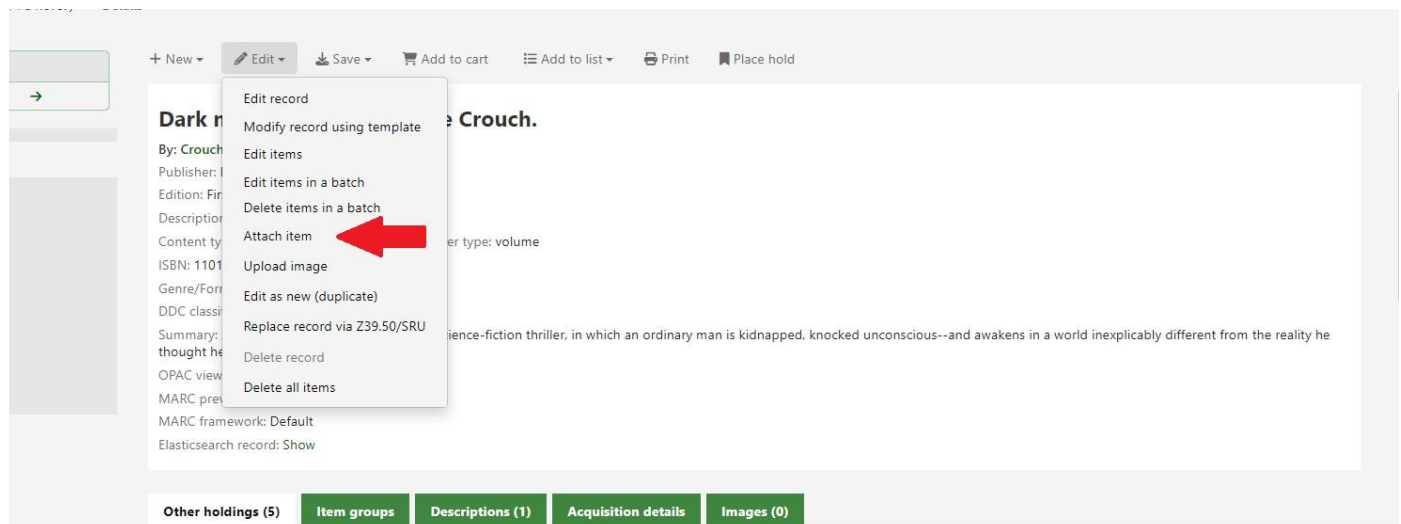
Attaching an item to your existing record:

- If you are adding more than one of the same title into your collection and your item record already exists, you can attach that item to your existing record. This is also useful if you accidentally add an item to the wrong record.

Find your item by searching the catalog by title or ISBN.
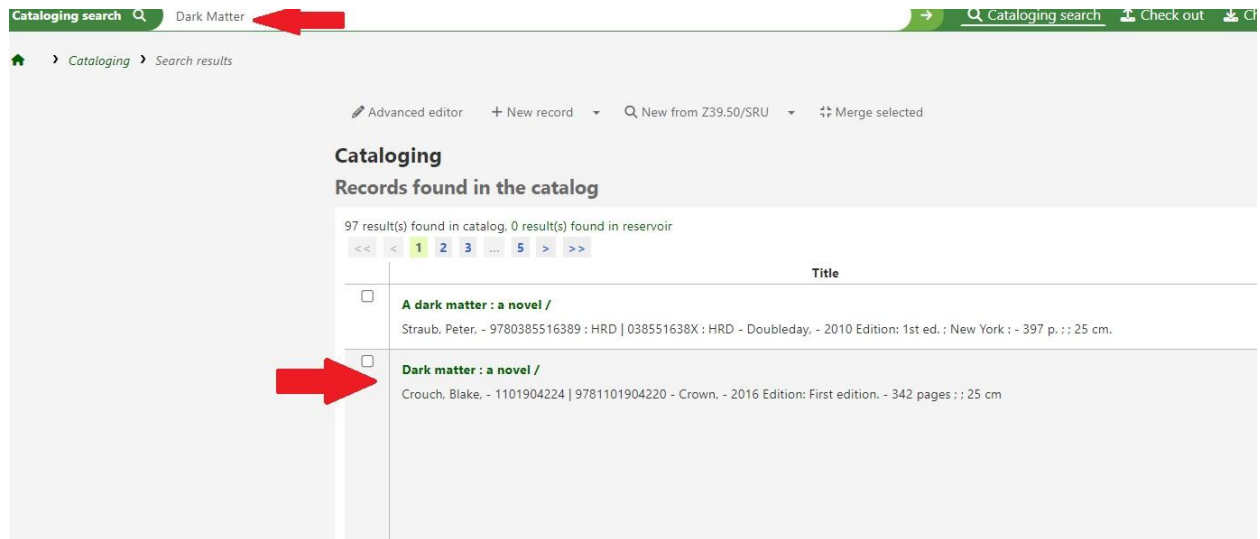
After you select the record you want to add your item to, you can click on "Edit," which will bring up your option to attach the item.

After this step, you will be able to scan the barcode of your item, and the process will be complete. Attaching an item works well for times when you may have added the item to the wrong record. For example, you may have added a regular print book to a large print book record. All you would need to do is copy the barcode and attach it to the correct record, which would remove the item from the previous record.