

Cataloging Check List

Adding an Item to an Existing Bibliographic Record:

1. Go to the Cataloging Module (Home > More > Cataloging)
2. Search for your item by the ISBN
3. If a potential match is found, verify using the MARC link
 - a. Click Add Holdings if you have confirmed a match
4. Complete the Add Item Form:
 - 8 – Collection code (Fiction, Book on CD, etc.)
 - a - Permanent location
 - b – Current location
 - c – Shelving location (Adult, YA or Childrens)
 - d – Date acquired – click in the field to automatically add today's date
 - e – optional (library or memorial)
 - g – purchase cost
 - o – Call number
 - p – scan Barcode
 - v – Replacement cost (no \$ - just 45.00)
 - y – Item type (Book, Audiobook, LocalHold, etc.)
 - ADD ITEM to SAVE

Adding a NEW Bibliographic Record to the System with Z39.50

1. Open the Cataloging Module (Home > More > Cataloging)
2. Search for your item by ISBN
3. If no match is found, revise the search to title/author in case the ISBN is wrong
4. If no match is found, select the NEW RECORD button
5. Select the Z39.50 Button
6. Fill out the Z form:
 - a. ISBN
 - b. Select All Search Targets
 - c. Search
7. Review any possible matches, use the MARC link to look at the complete record
8. If a match is found, click Import to bring the record into the system
9. Change the Framework to STANDARD
10. SAVE
11. Koha will now open the Add Item page where you create your Holdings (Item) Record
12. Follow the steps above to add your item (Number 4)