

NExpress Koha

**Cataloging in the New
Shared Catalog**

Two basic cataloging procedures

1. Add holdings to existing records
2. Bring in (import) records for items not in the catalog

1. Adding to Existing Records


- First, search the catalog for the item you have in your hand.

There are two ways to get to the cataloging module in Koha

The screenshot displays the Koha library management system interface. At the top, there is a navigation bar with links for [Circulation](#), [Patrons](#), [Search](#), and a [More](#) dropdown menu. The [More](#) menu is currently open, showing a list of options: [Lists](#), [Cataloging](#), [Acquisitions](#), [Authorities](#), [Serials](#), [Reports](#), [Tools](#), and [About Koha](#). The [Cataloging](#) option is highlighted. Below the navigation bar, the main content area is divided into several sections. On the left, there is a **News** section with the heading **Welcome to NExpress Koha** and a paragraph of text. In the center, there are three main sections: **Circulation** with a 'Check out to:' form, **Patrons** with a 'Search:' form, and **Search** with a 'Search catalogue:' form. On the right, there are four sections: **Cataloging** with links for [Add MARC Record](#), [Authorities](#), and [Serials](#); **Acquisitions**; **Reports**; **Tools**; and **About Koha**. The top right corner of the interface shows the library name 'Atchison Public Library' and links for [Set](#), [Log Out](#), and [?](#).

In the Cataloguing Search
box, type in the book's
ISBN number; searching
by ISBN

[Circulation](#) [Patrons](#) [Search](#) [More ▾](#)

 Search the catalog and the reservoir:

[Cataloguing Search](#) [Check Out](#)

[Home](#) > [Cataloguing](#)

Search tips

1. Use the ISBN on the verso page, not back cover. If the book has a 13-digit and a 10-digit ISBN, search for both.
 - Also, trying searching by title if no results are found, especially on older materials.
 - Use the advanced search if you want to.

Circulation Patrons Search More ▾ Atchison Public Library [Set] | ATCHTECH

Search the catalog and the reservoir:

koha

[Cataloguing Search](#) [Check Out](#)

Home > Cataloguing

[New Record](#) ▾

1 result(s) found in catalog, 0 result(s) found in reservoir

Title	Location	preview		
The new inquisition : understanding and managing intellectual freedom challenges / LaRue, James, - Libraries Unlimited, ; Westport, Conn. : - xiii, 157 p. ; ; 24 cm.		MARC Card	Edit biblis	Add holdings

Click MARC

```

MARC
Koha -- Cataloging: MARC Import
LDR 01539cam a2200397 a 4500
001 ocn77572970
003 OCoLC
005 20070827061326.0
008 070104a2007 etu b 001 0 eng
010 _a 2006102885
040 _aDLC
_cDLC
_dUQM
_dBCTA
_dc#P
_dyDXCP
_dIXA
_dKXJ
020 _a9781591582854 (alk. paper)
020 _a1591582857 (pbk.) :
_c$40.00
035 _a(OCoLC)77572970
043 _an-us--
050 00 _aZ716.4
_b.L37 2007
082 00 _a025.1/974
222
092 _a025.1974 LaRue 08/2007
100 1 _aLaRue, James,
_d1954-
245 14 _aThe new inquisition :
_bunderstanding and managing intellectual freedom challenges /
_cJames LaRue.
250 _aWestport, Conn. :
_bLibraries Unlimited,
_c2007.
300 _axiii, 157 p. ;
_c24 cm.
504 _aIncludes bibliographical references (p. [149]-151) and index.
650 0 _aPublic libraries
_xAdministration.
650 0 _alibraries and community.

```

Search results

Circulation Patrons Search More ▾ Atchison Public Library [Set] | ATCHTECH

koha Search the catalog and the reservoir:

[Cataloguing Search](#) [Check Out](#)

Home > Cataloguing

1 result(s) found in catalog, 0 result(s) found in reservoir

Title	Location	preview		
The new inquisition : understanding and managing intellectual freedom challenges / LaRue, James, - Libraries Unlimited, ; Westport, Conn. : - xiii, 157 p. ; ; 24 cm.			MARC Card Edit	Add holdings

Click Add Holdings

Fill in necessary information (field descriptions on next screen)

Click Add Item

Add Item

0 - Withdrawn status

1 - Lost status

2 - Source of classification or shelving scheme

3 - Materials specified (bound volume or other part)

4 - Managed status

5 - Use restrictions

7 - Not for loan

8 - Koha collection

a - Home Library

b - Current Location

c - Shelving location

d - Date acquired

e - Source of acquisition

f - Coded location qualifier

g - Cost, normal purchase price

h - Serial Enumeration / chronology

j - Shelving control number

o - Koha full call number

p - Piece designation (barcode)

t - Copy number

u - Uniform Resource Identifier

v - Cost, replacement price

w - Price effective from

x - Non-public note

y - Koha item type

z - Public note

Add Item

0 - Withdrawn status	<input type="text"/>
1 - Lost status	<input type="text"/>
2 - Source of classification or shelving scheme	Dewey Decimal Classification
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 - Koha collection	<input type="text"/>
a - Home Library	NEKLS HQ
b - Current Location	NEKLS HQ
c - Shelving location	<input type="text"/>
d - Date acquired	<input type="text"/>
e - Source of acquisition	<input type="text"/>
f - Coded location qualifier	<input type="text"/>
g - Cost, normal purchase price	<input type="text"/>
h - Serial Enumeration / chronology	<input type="text"/>
j - Shelving control number	<input type="text"/>
o - Koha full call number	<input type="text"/>
p - Piece designation (barcode)	<input type="text"/>
t - Copy number	<input type="text"/>
u - Uniform Resource Identifier	<input type="text"/>
v - Cost, replacement price	<input type="text"/>
w - Price effective from	<input type="text"/>
x - Non-public note	<input type="text"/>
y - Koha item type	<input type="text"/>
z - Public note	<input type="text"/>

- 8** - Koha collection
- a** - permanent location
- b** - Current location
- c** - Shelving location
- d** - Date acquired
- g** - Cost , normal purchase price
- o** - Koha full call number
- p** - Piece designation (barcode)
- t** - Copy number
- v** - Replacement cost
- y** - Koha Item type
- z** - Public note

2. Importing Records

1. Most Common way:

- Import via Z39.50

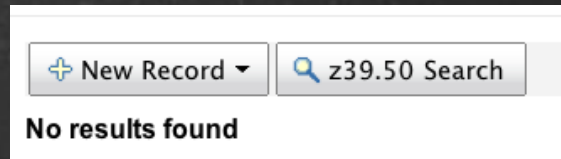
2. Alternate way

- Download and import new records
 - Via Agent, OCLC, vendor, or other source

In Koha:

- If no search result is found, click z39.50 search
- Put the ISBN in the ISBN field
- Choose the databases to search (ex. KLC & Library of Congress). Click Search.
- Click on MARC to check the record
- Choose the best record & click Import
- Change the framework from Default to Standard
- Add your library's OCLC code to the 003 field
- Click Save
- Add item information
- Done!

- Click z39.50 search



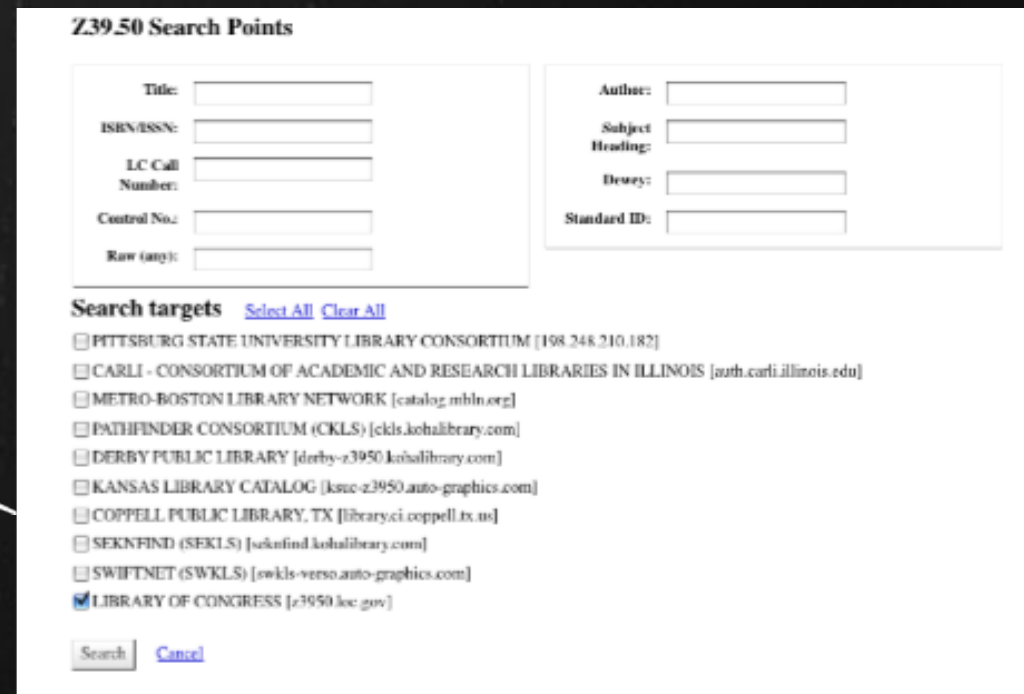
+ New Record ▾ 🔍 z39.50 Search

No results found

- Search many free databases for a record

Click Select All or boxes next to the databases to search

Click Search



Z39.50 Search Points

Title:	<input type="text"/>	Author:	<input type="text"/>
ISBN/ISSN:	<input type="text"/>	Subject Heading:	<input type="text"/>
LC Call Number:	<input type="text"/>	Dewey:	<input type="text"/>
Control No.:	<input type="text"/>	Standard ID:	<input type="text"/>
Raw (any):	<input type="text"/>		

Search targets [Select All](#) [Clear All](#)

- PITTSBURGH STATE UNIVERSITY LIBRARY CONSORTIUM [198.248.210.182]
- CARLI - CONSORTIUM OF ACADEMIC AND RESEARCH LIBRARIES IN ILLINOIS [auth.carli.illinois.edu]
- METRO-BOSTON LIBRARY NETWORK [catalog.mbln.org]
- PATHFINDER CONSORTIUM (CKLS) [ckls.kohalibrary.com]
- DERBY PUBLIC LIBRARY [derby-z3950.kohalibrary.com]
- KANSAS LIBRARY CATALOG [kszc-z3950.auto-graphics.com]
- COPPELL PUBLIC LIBRARY, TX [library.ci.coppell.tx.us]
- SEKNFIND (SEKLS) [seknfind.kohalibrary.com]
- SWIFTFIN (SWKLS) [swkls-verso.auto-graphics.com]
- LIBRARY OF CONGRESS [z3950.loc.gov]

 [Cancel](#)

Results

Server	Title	Author	ISBN	LCCN	Preview
ALFONSO PUBLIC LIBRARY	Permanent system error: Permanent system error: Eto-1				MARC View Import
LIBRARY OF CONGRESS	Books on trial	Wiegand Shirley A.	9780806138688(alkcover:alkpaper)0806138688(alkcover:alkpaper)	2007094141	MARC View Import
OF COLORADO BOULDER	Books on trial	Wiegand Shirley A.	9780806138688(alkcover:alkpaper)0806138688(alkcover:alkpaper)	2007094141	MARC View Import
KANSAS LIBRARY CATALOG	Books on trial	Wiegand Shirley A.	9780806138688(alkcover:alkpaper)0806138688(alkcover:alkpaper)	2007094141	MARC View Import

Click MARC to check the record for accuracy

```

MARC
Koha -- Cataloging: MARC Import
LDR 01318cam a2200313 a 4500
001 82471662
003 OCoLC
005 20080414124133.0
008 070202a2007 okua b a001 0 eng
010 _a2007094141
020 _a9780806138688 (hardcover : alk. paper)
020 _a0806138688 (hardcover : alk. paper)
035 _a(OCoLC)82471662
040 _aDLC
_cDLC
_dBTCTA
_dBAKER
_dC#P
_dYDXCP
_dTXA
043 _ad-us---
_an-us-ck
049 _aCDDA
050 00 _aKF221.P6
_bW54 2007
082 00 _a345.766/0231
_222
100 1 _aWiegand, Shirley A.
245 10 _aBooks on trial :
_bred scare in the Heartland /
_cShirley A. Wiegand and Wayne A. Wiegand.
260 _aNorman :
_bUniversity of Oklahoma Press,
_cc2007.
300 _axvii, 286 p. :
_bill. ;
_c24 cm.
504 _aIncludes bibliographical references (p. 241-273) and index.
505 0 _aRaids and arrests, August 1940 -- Communism comes to Oklahoma, 191
650 0 _aTrials (Sedition)
_aOklahoma
    
```

Results

Server	Title	Author	ISBN	LCCN	Preview		
AURORA PUBLIC LIBRARY	1: Permanent system error: Permanent system error: Bib-1					MARC	Card Import
LIBRARY OF CONGRESS	Books on trial :	Wiegand, Shirley A.	9780806138688(hardcover:alkpaper) 0806138688(hardcover:alkpaper)	2007004141		MARC	Card Import
U OF COLORADO - BOULDER	Books on trial :	Wiegand, Shirley A.	9780806138688(hardcover:alkpaper) 0806138688(hardcover:alkpaper)	2007004141		MARC	Card Import
KANSAS LIBRARY CATALOG	Books on trial :	Wiegand, Shirley A.	9780806138688(hardcover:alkpaper) 0806138688(hardcover:alkpaper)	2007004141		MARC	Card Import

Click Import

Change the framework from Default to Standard

Add MARC Record

Change framework:

0 1 2 3 4 5 6

000 - LEADER
00996cam a2200301 a 4500

001 - CONTROL NUMBER -
1995669

003 - CONTROL NUMBER IDENTIFIER

- Default
- Standard framework
- Fast Add for ILL and Temporary Circulation
- Local item

003 field. Add your OCLC code.

Add MARC Record

Change framework:

0 1 2 3 4 5 6 7 8 9

000 - LEADER

001 - CONTROL NUMBER -

003 - CONTROL NUMBER IDENTIFIER
CZ5

- Then, click **Save**.
- Add the item information

If the item can't be found in a Z39.50 Search:

- Import from the Hybrid KLC

or

- Import from OCLC

or

- A vendor

or

- Another source

Batch Import of Records

- Download batch of records to your desktop from the Hybrid KLC or other sources
- Go to More-->Tools. Then, click Stage MARC Records for Import (must be logged in as TECH)
- Use the Browse button to find and add the file on your Desktop. Then Upload file.

Batch Import of Records (cont.)

On the next screen, make sure your settings match 1-4 below. Click Stage for Import when the settings are correct.

Look for existing records in catalog?

Record matching rule: ISBN (020\$a) *Change to ISBN 020\$a*

Action if matching bibliographic record found: Ignore incoming record (its items may still be processed) *Change to Ignore Incoming*

Action if no match is found: Add incoming record *Change to Add Incoming*

Check for embedded item record data?

Yes
 No

How to process items: Add items only if matching bib was found *Change to Add Items only if matching bib was found*

Stage for import

The form contains five red callouts with arrows pointing to specific fields: 1. Points to the 'Record matching rule' dropdown. 2. Points to the 'Action if matching bibliographic record found' dropdown. 3. Points to the 'Action if no match is found' dropdown. 4. Points to the 'How to process items' dropdown. 5. Points to the 'Stage for import' field.

Batch Import of Records (cont.)

Stage MARC Records For Import

MARC Staging results :

- 1 records in file
- 0 records not staged because of MARC error
- 1 records staged
- 0 records with at least one match in catalog per matching rule "ISBN"
- 0 item records found and staged
- [Manage staged records](#)
- [Back](#)

- If you tried to download an item already in the catalog, you will be notified. Click **Manage Staged Records**.
- 1. Change the framework to Standard, not Default.
- 2. Click Import...

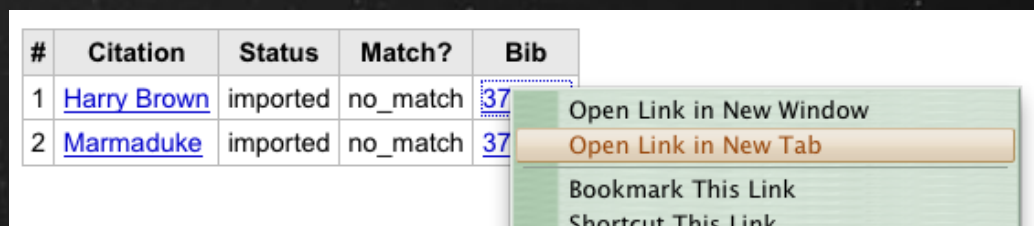
Import this batch into the catalog 2.

Add new bibliographic records into this framework: Default 1.

#	Citation	Status	Match?	Bib
1	Customer service at the library	staged	no_match	

Batch Import of Records (cont.)

- Click on the Biblio Number or wait 10 minutes to Search for the Item.
 - Also, you can right-click each biblio number and open it in a new tab to immediately access each record.



The screenshot shows a table with the following data:

#	Citation	Status	Match?	Bib
1	Harry Brown	imported	no_match	37
2	Marmaduke	imported	no_match	37

A right-click context menu is open over the '37' in the 'Bib' column of the second row. The menu options are:

- Open Link in New Window
- Open Link in New Tab
- Bookmark This Link
- Shortcut This Link

- Add item information.

All cataloging training materials are available here: <http://www.nexpresslibrary.org/training/cataloging-training/>

NExpress Shared Catalog



[Home](#) [About](#) [Training](#) [Go Live!](#) [Glossary](#) [Sitemap](#)

Cataloging Training

Training Handouts and Presentations:

- [Cataloging and Classifying Items in Koha \(includes itypes and ccodes\)](#) – Revised 1/11
- [Cataloging Overview Presentation \(view online\)](#) – Revised 8/10
- [Adding an Item to an Existing Bibliographic Record](#) – Revised 8/10
- [Koha Cataloging Check List](#) – Revised 8/10
- [Finding and Importing Records from the Hybrid KLC](#) – Revised 8/10
- [Staging MARC Records for Import](#) – Revised 8/10
- [Creating Fast Add and Brief Records for ILL](#)
- [MARC Cheat Sheet](#)

Other links and posts related to Cataloging Module:

- [Managing Purchase Suggestions](#) – instructions and video
- [Working with the Koha Label Maker](#)— Special thanks to Claudia at Atchison for this. (unfortunately outdated with the August 2010 upgrade)
- [New Label Maker instructions \(August 2010\)](#)

Catalog Search

Articles by Category

Site Search

NEKLS Projects

- [Kansas Library Express](#)
- [My Kansas Library on the Web](#)
- [Regional Library Systems](#)

Koha Community

- [Koha 3.0 Manual](#)
- [Koha Developer Wiki](#)
- [Koha Website](#)

NExpress Libraries

- [Atchison Public Library](#)
- [Baldwin City Library](#)