

Searching for an existing matching MARC record

1. Click on Cataloging tab at the top of the screen.
2. Click Call number and item maintenance at the top left of the screen.
3. **Set index to General.**
4. For books or audio-books, scan or type ISBN into search box.
 - A. If correct record displays, add a call number for your library to that record.
 - i. Please add large print books *only* to large print records.
 - ii. Please add CD and MP3 audio-books *only* to their matching records.
 - B. If there is no ISBN, look for an LCCN.
 - i. Format is usually: YY-NNNNNN or YYYY-NNNNNN.
 - ii. Search as: YNNNNNN or YYYYNNNNNN
 - C. For periodicals, search by ISSN (format: NNNN-NNNN)
 - i. It may take some searching to locate; often very fine print in magazines.
 - ii. If correct record displays, add a call number for your library to that record.
 - D. For DVDs, Blu-Ray, or music CDs:
 - i. Search by ISBN, if one is available, or
 - ii. Scan or type UPC code.
 - iii. If either returns a corresponding title, add a call number for your library to that record.
 - a. Please be sure that you add only DVDs to a DVD record, and Blu-Ray discs to a Blu-Ray record.
 - E. **If multiple records display, please let Chris know ASAP!**
 - F. Always try a second (title) search if nothing matching your item shows up after the initial search.
 - i. **Before adding an item, especially after a title search, make absolutely certain that your item matches the MARC record exactly: publisher, date, and number of pages.**
 - G. If no exact match displays, add your title to an "I-can't-find" sheet, or make copies of case insert.