

ADDING BRIEF MARC RECORDS with Koha Fast cataloging

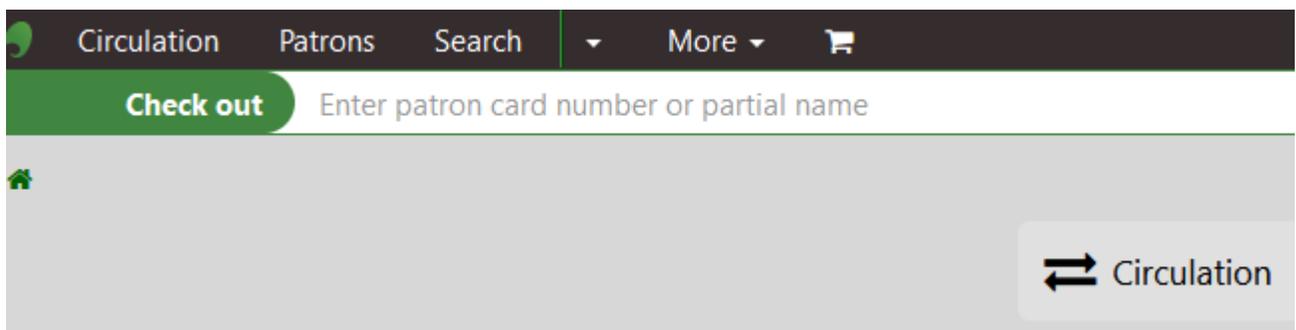
I. When to add a brief MARC record:

- A. You have completed at least two different accurate searches for your item, using the search instructions in sections II and III, but cannot find an exact match.
 - 1. The **first** search must always be the **ISBN**, if available, or **ISSN** (for periodicals) or **UPC** (for movies).
 - 2. The **title** is the recommended **second** search.
 - 3. The **number** OR the **format, publisher, and description** must all match **exactly** before adding your item.
- B. You know what the call number will be.
 - 1. Fiction titles will follow your regular call number format.
 - 2. Some nonfiction call numbers are found in the CIP (Cataloging in Publication) information, usually located on the verso of the title page.

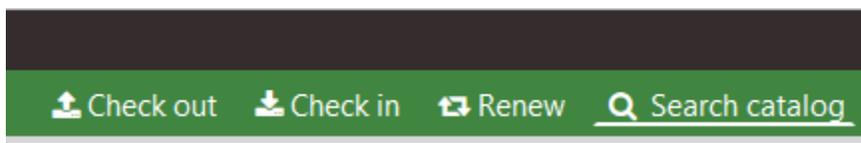
II. Finding basic bibliographic information: author, title, publisher, date, etc.

- A. For **books**: use the title page and the verso (back) of the title page. Do not use the cover for title information.
- B. For **audiobooks** and **music CDs**: use the printed side of the disc.
- C. For **Blu-ray** discs and **DVDs**: use the printed side of the disc.
- D. For **periodicals**: use the masthead page; the ISSN might also be in fine print in the first or last pages.

III. Searching for an existing matching record.



- A. Click on **Circulation** on the Koha home screen. (Either one will work.) Then click on Search catalog.

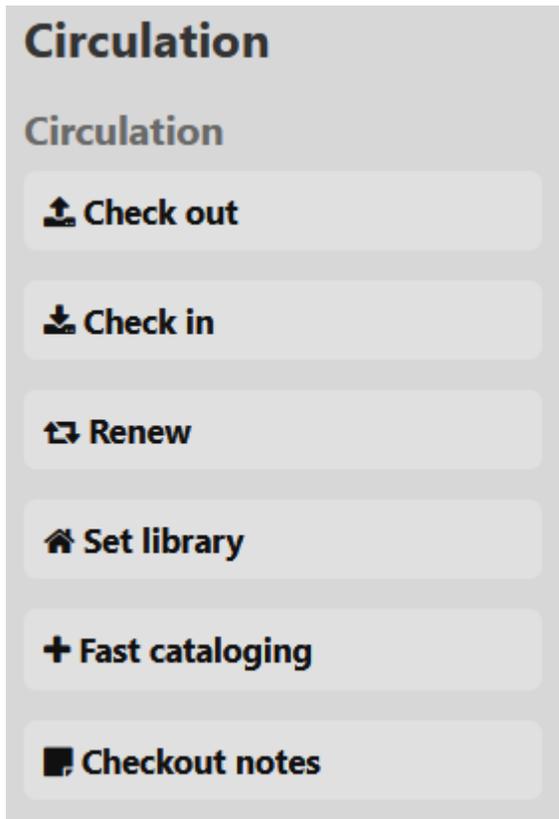


- B. For **books** or **audiobooks**, scan or type the ISBN into search box.
 - 1. If the correct record displays, click the **New** button to add an item for your library to that record. Use the list of required item record fields below to complete the item record.
 - a. Please add large print books *only* to large print records.
 - b. Please add CD and MP3 audiobooks *only* to their matching records.
- C. For **periodicals**, search by ISSN (format: NNNN-NNNN)

1. It may take some searching to locate the ISSN in the item; it is often *very* fine print in magazines.
 2. If correct record displays, click the **New** button to add an issue for your library to that record.
 3. Make sure you add the issue date to **subfield h**.
 - a. Use this format: YYYY/MM/DD, or YYYY/MM/DD – YYYY/MM/DD for double issues. It will help sort issues chronologically in the OPAC.
 - b. **Do not** add the issue date to the call number, as in Sirsi.
- D. For **DVD, Blu-Ray** or **music CDs**:
1. Search by ISBN, if one is available, or
 2. Scan or type UPC code.
 3. 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 for any search, please let Chris know ASAP!***
- F. If a matching record displays, add your item to the existing record. See **Adding an item to an existing matching MARC record** for more information.
- G. If no corresponding record displays, you will need to proceed with adding a brief MARC record. User permission is required.

IV. Adding a title to the database (requires permissions in Koha)

- A. From the Koha home screen, as before, click **Circulation**.
- B. Click the Fast cataloging button to open the Add MARC record screen.



- C. An abbreviated list of MARC fields will appear. ***Please note that each field or subfield is labeled as to what information goes into it.***

Add MARC record

Save

Q Z39.50/SRU search

Link authorities automatically

Settings

Cancel

000 | 010 | 020 | 024 | 100 | 245 | 250 | 264 | 300 | 490 | 500 | 700 | 740 | 942 |

000 ? - LEADER

00

fixed length control field

nam a22 7a 4500

These MARC fields are the most commonly used, and will help CCLS staff find full cataloging for your items.

010 ? - LIBRARY OF CONGRESS CONTROL NUMBER

a

LC control number

This icon is used to delete a field.

020 ? - INTERNATIONAL STANDARD BOOKNUMBER

a

International Standard Book Number

q

Qualifying information

Use this icon to duplicate a field.

024 ? - OTHER STANDARD IDENTIFIER

a

Standard number or code

100 ? - MAINENTRY--PERSONAL NAME

a

Personal name

e

Relator term

245 ? - TITLESTATEMENT

a

Title

b

Remainder of title

c

Statement of responsibility, etc

h

Medium

Clicking the text of the field description opens and closes the subfield lines.

1. Type or scan the **ISBN** into the **020** field in the body of the record, without any spaces between digits.
 - a. For a **periodical**, type the **ISSN** into a 500 field, like this: [022] XXXX-XXXX
 - b. For a **videodisc**, scan UPC code into the **024** field.
 2. Type **author's name** (last name, first name) into the **100** field.
 3. Type **title** into the **245** field, exactly as it appears on the title page.
 4. *The following fields are absolutely needed for the CCLS staff to locate a matching MARC record:*
 - a. 020 or 024
 - b. Author (if available)
 - c. Title
 5. Type the **publisher** and **date** into a **264** field, and the **number of pages/discs** into a 300 field if the ISBN, ISSN, or UPC are missing. *It may not be possible to locate a matching MARC record without this information.*
 6. Other fields you *may* want to use, but are not necessary for a brief MARC, are:
 - a. 250: edition information (3rd ed., large print ed., etc.)
 - b. 264: location :|**b**publisher,|**c**date.
 - i. **Note:** the **date** needed is the *most recent* on the title page or its verso, *not* the original publication date.
 - ii. Click the 264 link to open the subfields, if needed.
 - c. 300: number of pages or discs.
 - d. 490: series title ;|**v**series number.
 - e. 500: note
 - f. 700: joint author, editor, or illustrator (last name, first name)
 - g. 740: alternate title
 - h. 942: Koha item type (choose from the drop-down list)
- D. Make sure all required fields are filled.
- E. Check your spelling and punctuation.
- F. Click **Save and edit items** at the top of the screen.
1. Enter item record information from **section V**, below.
 2. Click **Save** when all required fields are filled.

V. Required Koha item record fields

7. (DDC)
8. Collection code
 - a. Permanent location (library)
 - b. Current location (library)
 - c. Shelving location
 - d. Date acquired (click box for calendar, then choose today's date)
 - g. Normal purchase price
 - (h. Issue date for periodicals, volume number for multi-volume books)
 - o. Full call number
 - p. Barcode
 - v. Cost, replacement price (needed for billing!)
 - y. Koha item type

Click Add item to save the item record.

VI. Adding multiple copies of the same type of item

- A. Beginning with the 22.11 version of Koha, item templates can be added to allow multiple titles of a specific type of material (adult nonfiction or children's easy fiction, for example) to be added more quickly.
- B. If you are adding multiple easy fiction, large print, audiobooks, DVDs, where most item record fields will be the same, you can add a template to fill those repeated fields automatically.
 1. Add the item record for the first item, leaving blank all the fields that will change with each new title.
 2. Click the Save as template button at the bottom of the screen.
 3. Give your template a name that clearly identifies the type of item ("J DVDs" or "New adult fiction" or "Board books").
 4. Click Save.
 5. When you add the next item, the option to use your template will appear at the top of the item record.
 6. Don't forget to fill in date added, call number, barcode, etc., fields that change with each new title!

VII. Next steps

- A. The processing department staff will run regular reports to locate your brief MARC records so that we can replace them with full catalog records, if possible.
- B. For single-author fiction items, you need do nothing more; your brief-MARC items will be cataloged, in the order they were added.
- C. For nonfiction or multiple-author fiction, adding your items to an "I-can't-find" sheet will provide you with Dewey call numbers and may get them cataloged sooner.
- D. For movies, please make copies of the case insert before adding any labels, add your library's name to each page, and send via delivery envelope to Chris.