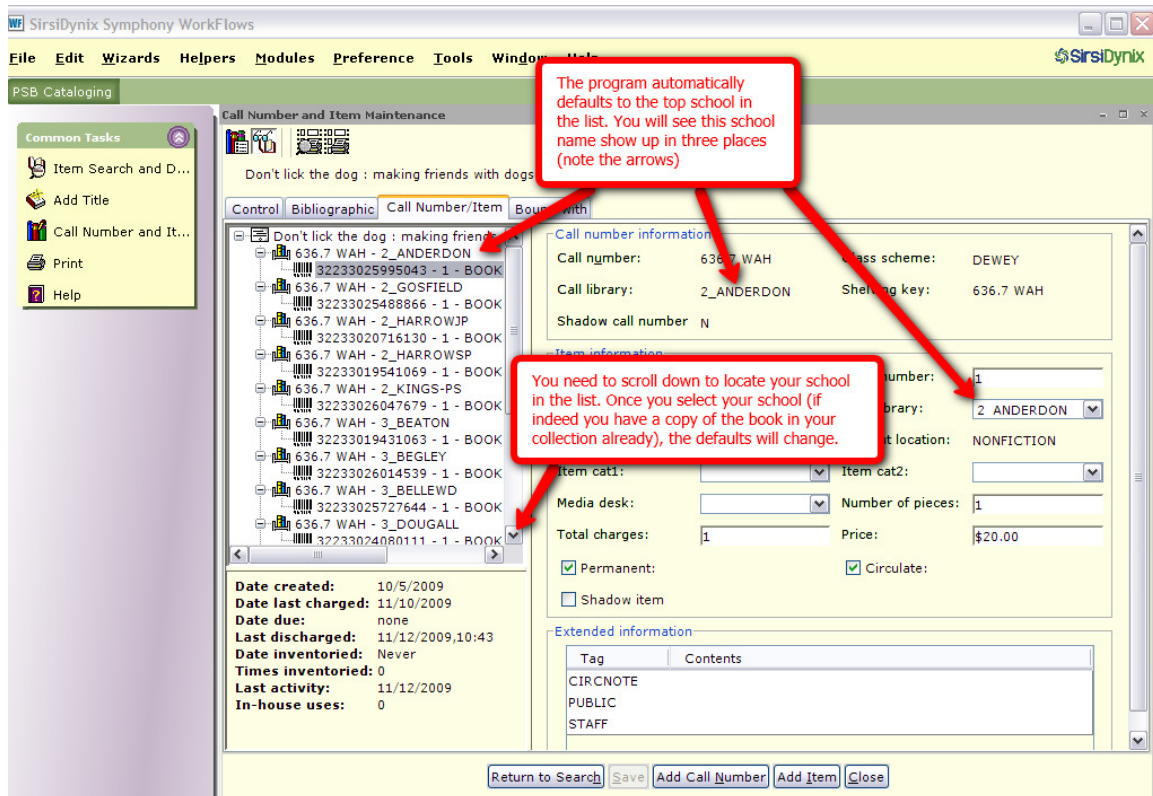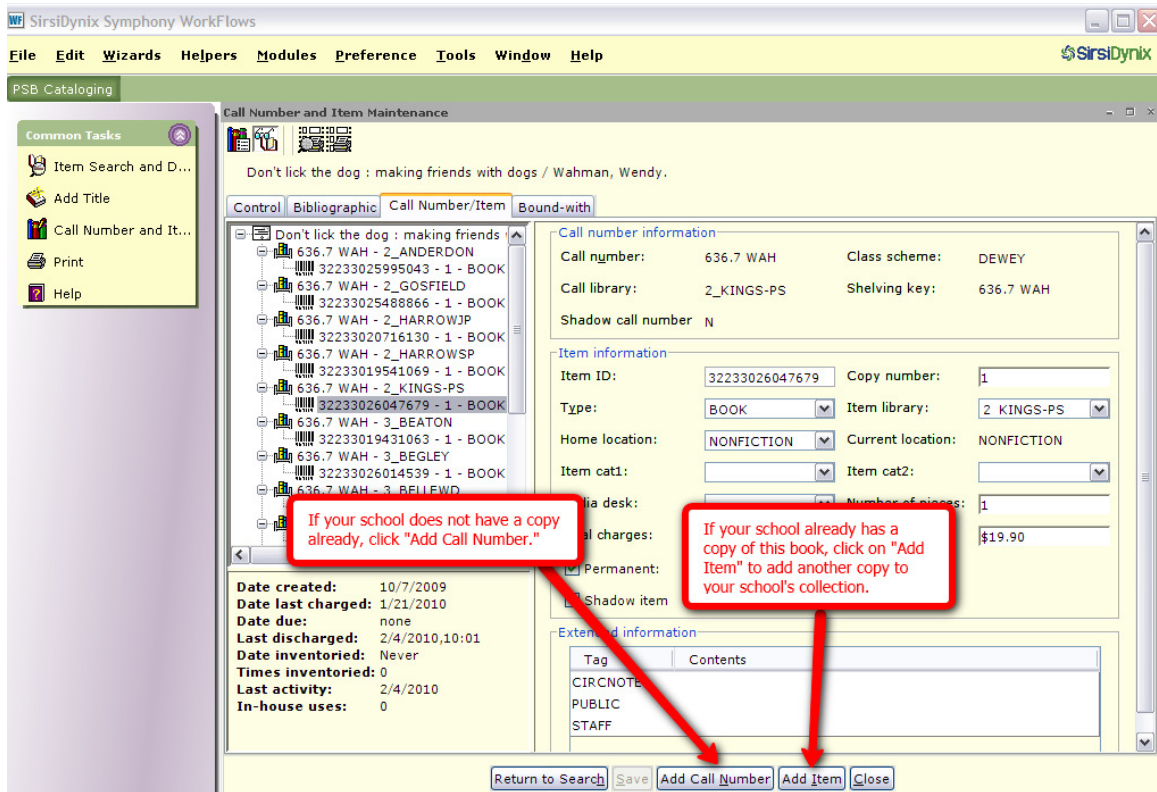# Cataloguing with Java Client: Adding Call, Adding Item or Adding Title?

If you've searched for a resource and found an existing record for it, your next step involves seeing if your school is listed on the "Call Number/Item" tab. **Note:** the record defaults to show the first school, alphabetically, that has that book. Scroll through the list to see if your school is present.

NOTE: If the record shows up with call numbers starting with XX, this record is not yet complete. You CANNOT link to this record! Put that book aside. Frequently check back to discover if the record is complete (i.e. the call numbers have been designated.)

At this point the Java Client gives you two options, both from the same screen. If your school name doesn't appear, then your library does not own a copy of this resource yet. You will "Add Call." If your school name does appear, you have at least one copy of the book already in your school's collection. You will "Add Item."

Screenshot annotations:
- "If your school does not have a copy already, click "Add Call Number.""
- "If your school already has a copy of this book, click on "Add Item" to add another copy to your school's collection."

a) Adding Call

If you choose "Add Call," you will get a pop up window that shows you are indeed adding the resource to your own school. This is why you set the properties to your school first thing!

(If you are adding a multiple copy to your school, skip now to the "Adding Item" instructions.)
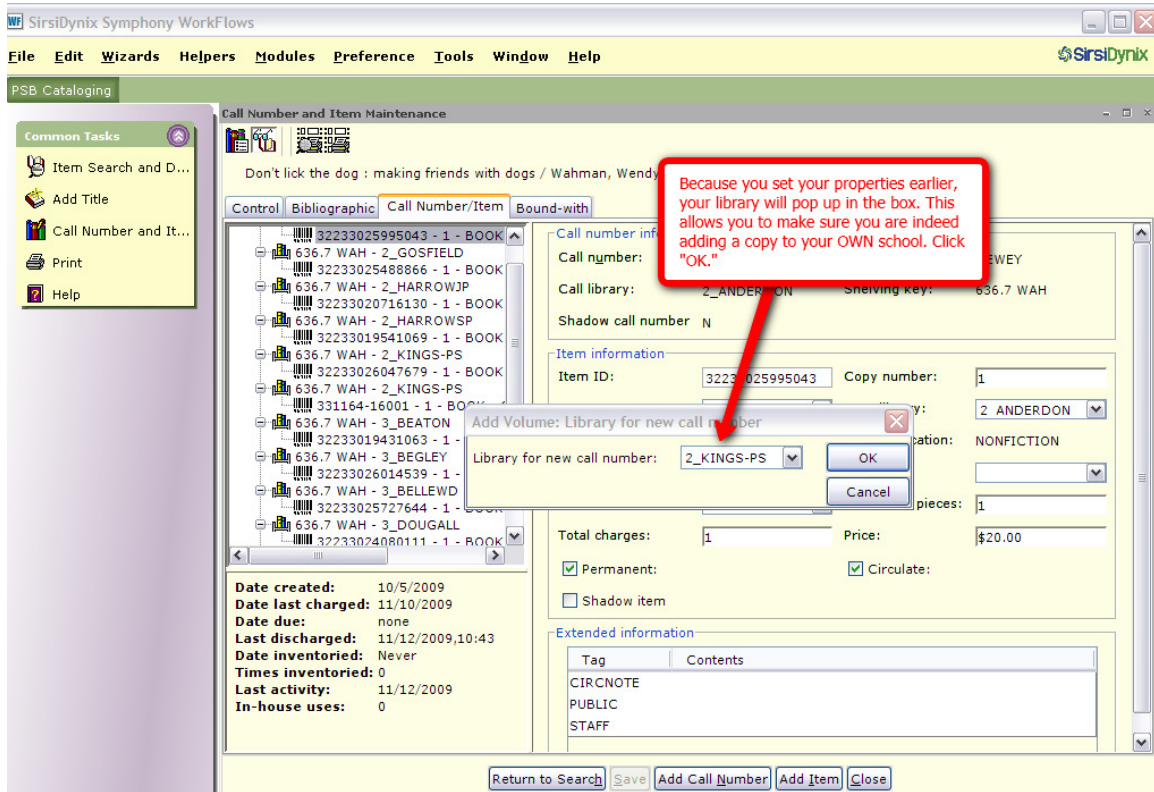
When you click "OK" to your own school, you will see that your new record has already begun! The defaults of "Book…On Shelf" are still in place, however. You will need to change these now.
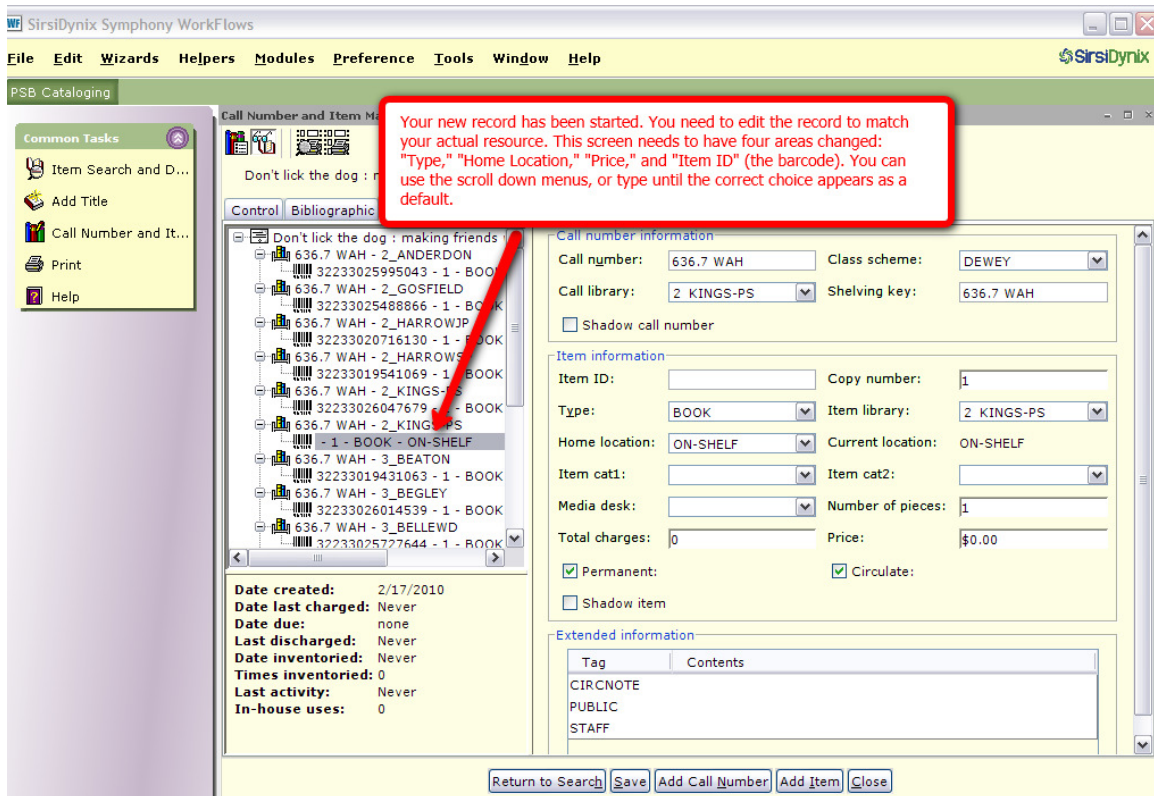
This "magic screen" appears in all three kinds of cataloguing at some point ("Add Call," "Add Item" and "Create Brief"). The same four defaults always have to be changed in each record: price, home location, type, and finally, the barcode.
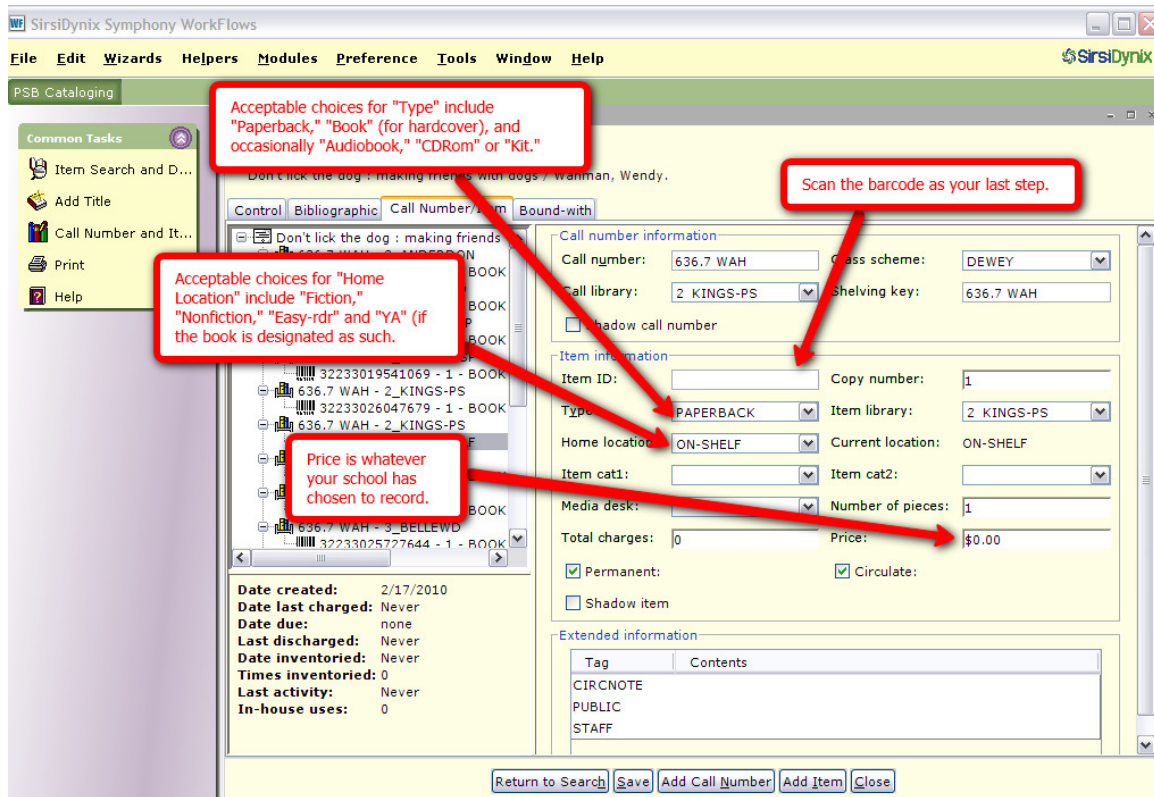
Once you've put in the correct information for each of the four windows that require changing, check the record you initially started in that "Call Number/Item" list of schools. Does your new record show the corrected defaults? Is it really under your school?
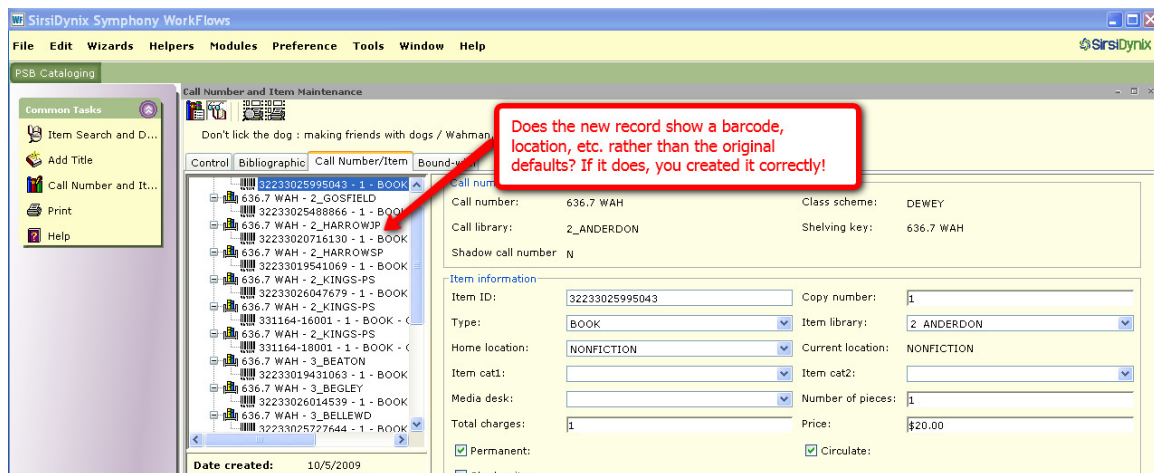
Finish off the record by saving it using the "Save" button at the bottom. Want one more chance to check it first? Use the "Close" button at the bottom before hitting "Save."
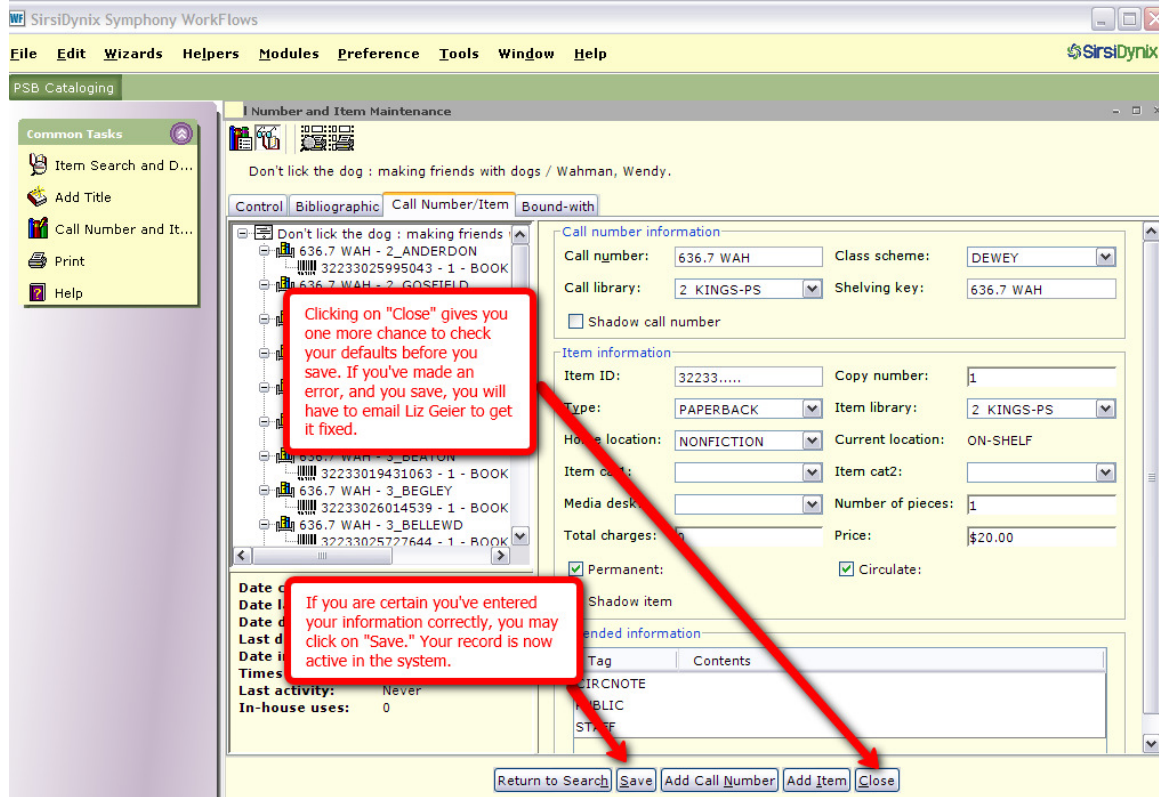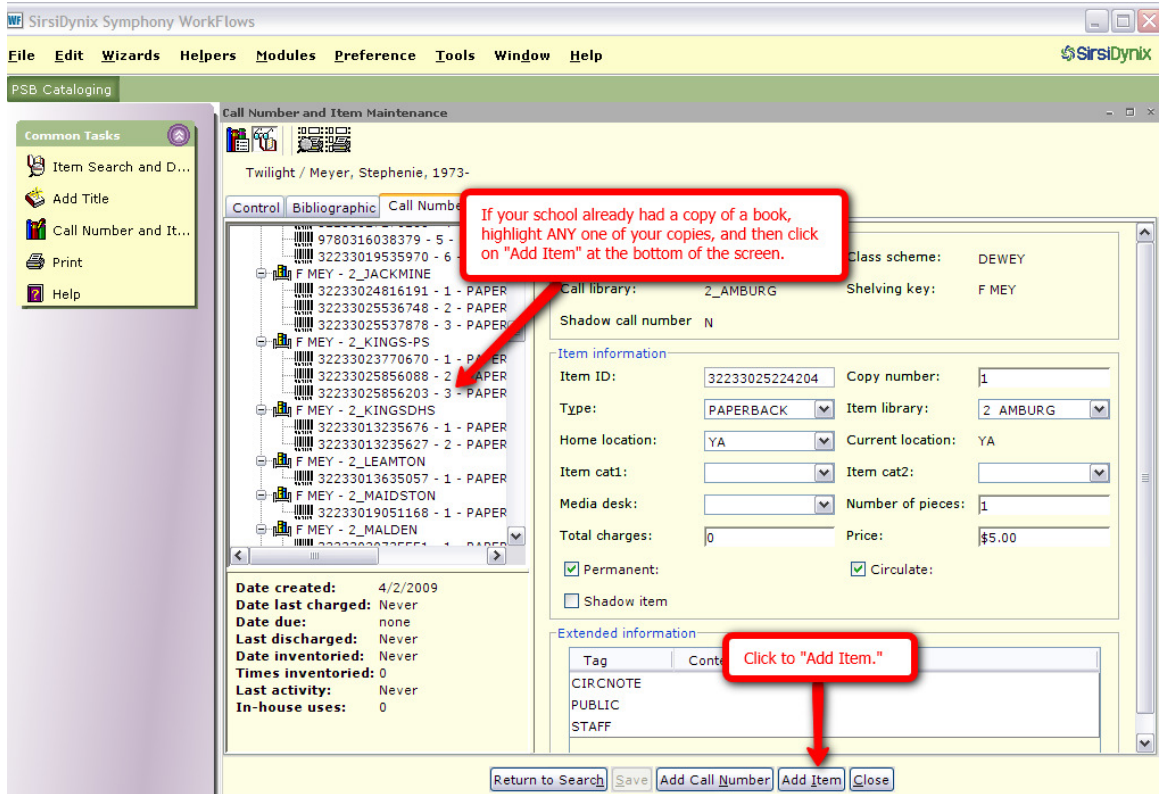

b) Adding Item

If your school appeared in the list on the initial search record, your collection already must have at least one copy of the resource. You should have selected the "Add Item" button at the bottom of that "Call Number and Item Maintenance" screen.

You are ready to add a subsequent copy to your collection.

Click on a copy of the book from your school's collection in that "Call Number/Item" list of schools. Then click on "Add Item" at the bottom of the screen.

Annotation (top screenshot): If your school already had a copy of a book, highlight ANY one of your copies, and then click on "Add Item" at the bottom of the screen.

Annotation: Click to "Add Item."

Just as with "Add Call," you get the new record started, and you have four properties to correct for the record. Finish with Close/Save.

Annotation (bottom screenshot): When you click on the "Add Item" button, it takes you to this screen, and a new generic record begins for the new copy. Java Client figures out what the most recent copy's number should be, and will fill in a blank if you've lost a copy previously.

Annotation: Once again, select the correct defaults for these four areas.

Annotation: Then finish with Close/Save.

c) Adding Title

If your search for a resource results in no record being found, you are the first school to have the item. You must perform searches by title, by author, and by series before you can assume the book isn't in the system.

Watch for the phrase "No keywords found. Browse" as evidence that your search is not finding success.

If the record indeed doesn't exist, you will have to "Add Title" in order to create a "brief record."

Click on the "Add Title" phrase in the Cataloguing taskbar.
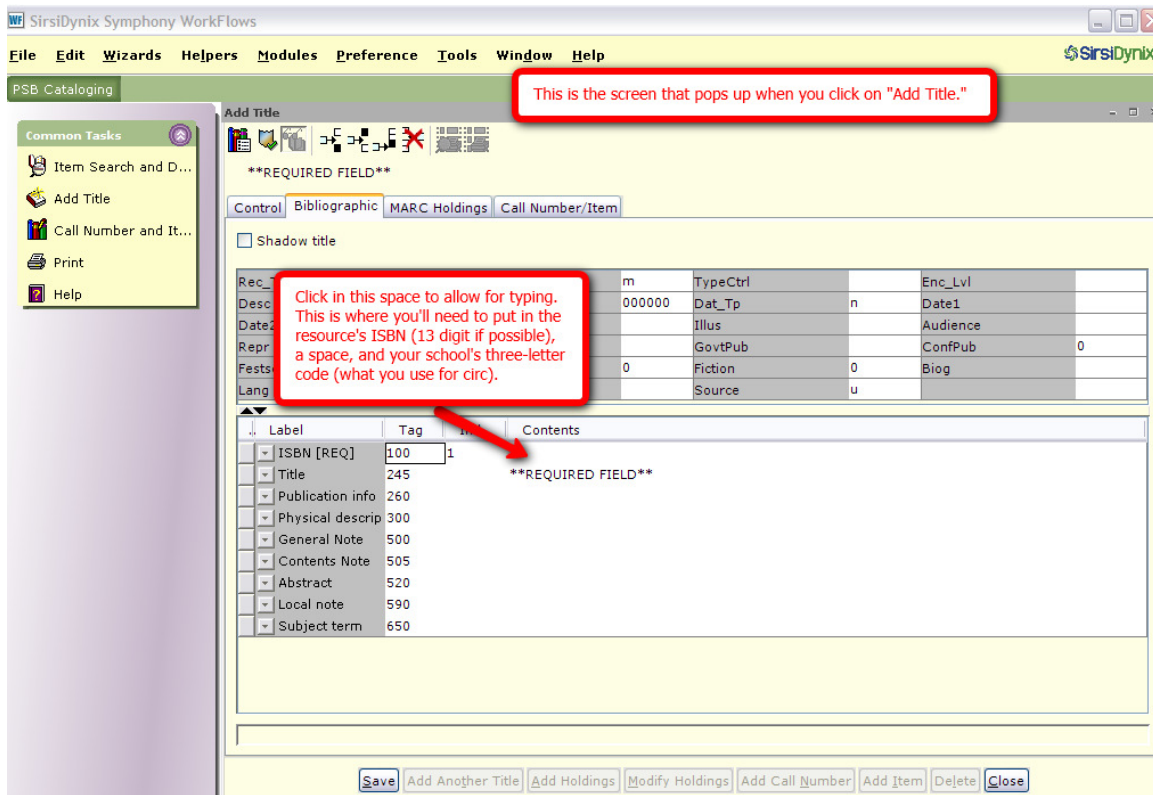
Brief records are just that…brief. Only the first two windows of the Bibliographic Screen are used. Liz Geier fills in the rest when the record is completed. Until it is completed, the call numbers of a brief record show up as XX.

The "100 Field" is where you type **only two** things:
1. The **ISBN** (preferably the longer, newer, 13-digit one, which usually starts with 978). Leave a space after it.
2. The **three letter code** for your library that is found in your circ login (e.g. lascirc would be las)

The "245 Field" is where you include the other pertinent data Liz Geier requires. She does not look at any of the other fields, so do not put information into them!

The format for the 245 Field is this:
Title (author's name [last, first], series [if there is one – as well as number in series], publisher, date of publication)

e.g. Harry Potter and the sorcerer's stone (Rowling, JK, Harry Potter #1, Bloomsbury, 1997)

SirsiDynix Symphony WorkFlows

File   Edit   Wizards   Helpers   Modules   Preference   Tools   Window   Help

PSB Cataloging

Add Title

REQUIRED FIELD

Control   **Bibliographic**   MARC Holdings   Call Number/Item

☐ Shadow title

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	000000	Dat_Tp	n	Date1	
Date2		Ctry		Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
	eng	Mod_Rec		Source	u		

In the 245 slot, you need to put, in this order: Title (Author, Series if given, Publisher, Copyright Date.) You may also want to include "graphic novel" or "manga."

	Tag	Ind.	Contents
BN [REQ]	100	1	978423423423423 kps
tle	245		****REQUIRED FIELD****
ublication info	260		
Physi Descrip	300		
eneral Note	500		
Contents Note	505		
Abstract	520		
Local note	590		
Subject term	650		

"Close" gives you one last chance to be sure you haven't made any errors. Click on "Save" when you are sure you're good to go!

Save   Add Another Title   Add Holdings   Modify Holdings   Add Call Number   Add Item   Delete   **Close**

When you click on "Save" you are once again transported to the screen with the four defaults that require changing:

SirsiDynix Symphony WorkFlows

File   Edit   Wizards   Helpers   Modules   Preference   Tools   Window   Help

PSB Cataloging

Add Title

sdfsdfsd / werwerew

Control   Bibliographic   MAR

Once again you get to the screen with the four defaults that require changing. This time, however, the record shows a call number of XX.

☐ sdfsdfsd werwerew
☐ XX(335589.1) - 2...
☐ - 1 - BOOK - ON-SHELF

		Class scheme:	DEWEY
Call library:	2 ADMIN	Shelving key:	XX(335589.1)

☐ Shadow call number

Item Information

Item ID:		Copy number:	1
Type:	BOOK	Item library:	2 ADMIN
Home location:	ON-SHELF	Current location:	ON-SHELF
Item cat1:	UNIONCAT	Item cat2:	
Media desk:		Number of pieces:	1
Total charges:	0	Price:	$0.00

Date created:	2/18/2010
Date last charged:	Never
Date due:	none
Last discharged:	Never
Date inventoried:	Never
Times inventoried:	0
Last activity:	Never
In-house uses:	0

☑ Permanent: ☑ Circulate:
☐ Shadow item

Extended information

Tag	Contents
CIRCNOTE	
PUBLIC	
STAFF	

Save   Add Another Title   Add Holdings   Modify Holdings   Add Call Number   Add Item   Delete   Close

Complete the four defaults, watch your record in the "Call Number/Item" tab update to show the barcode, and then Close (if you want a last chance to check for accuracy) or Save (to complete the record.)

Once you have saved the brief record, it goes off to Liz Geier to be finished. **Because Liz has hundreds of records to complete, the rule is no more than 25 brief records can be created by a school in one day.** We have our cataloguing password set to remind you of this rule.

In the meantime, put the book aside until you have time to run the book through the system to see if the record has been completed. You'll know because the call number will no longer be an XX.

<u>GENERAL TIPS:</u>

- ➢ If you realize you've made a mistake in your cataloguing, you should email your SATL and ask how to handle it. Some things can be fixed by you; some things need to be handled by Liz.
- ➢ If you have not set your properties, you will be linking records to Admin or perhaps to other schools. Those records will be removed for the good of the system.
- ➢ Anyone can look at our records from the Internet (e.g. Webcat). It is our joint responsibility to ensure our records are accurate.