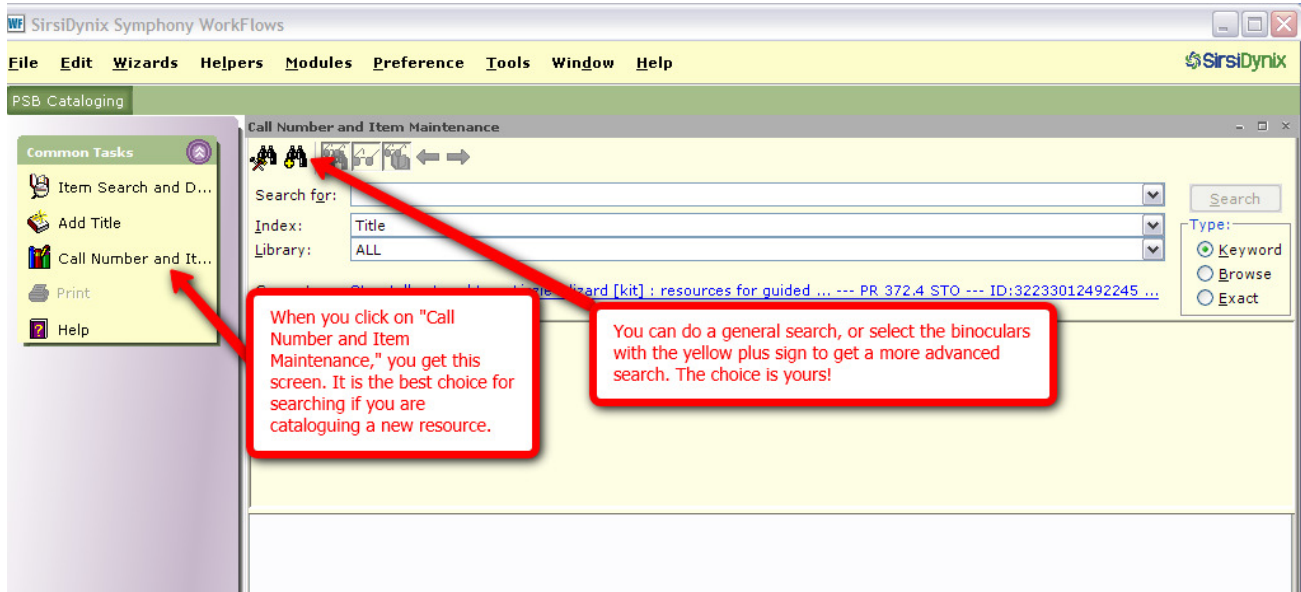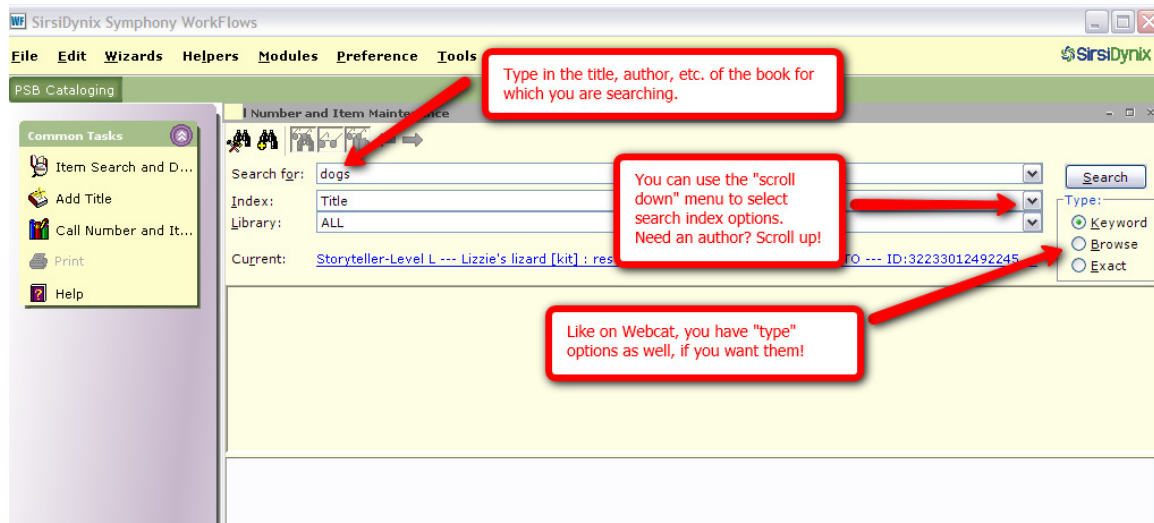# Cataloguing with Java Client: Start by Searching

Cataloguing involves putting a resource from your collection into the system. It always starts with a search. To save time, use "Call Number and Item Maintenance" to begin your search…
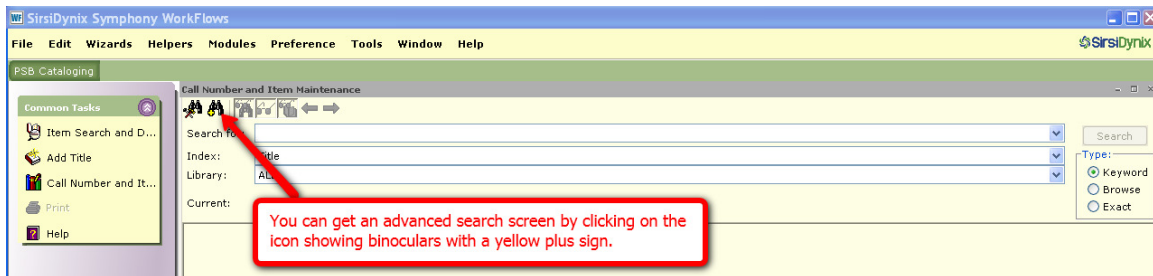

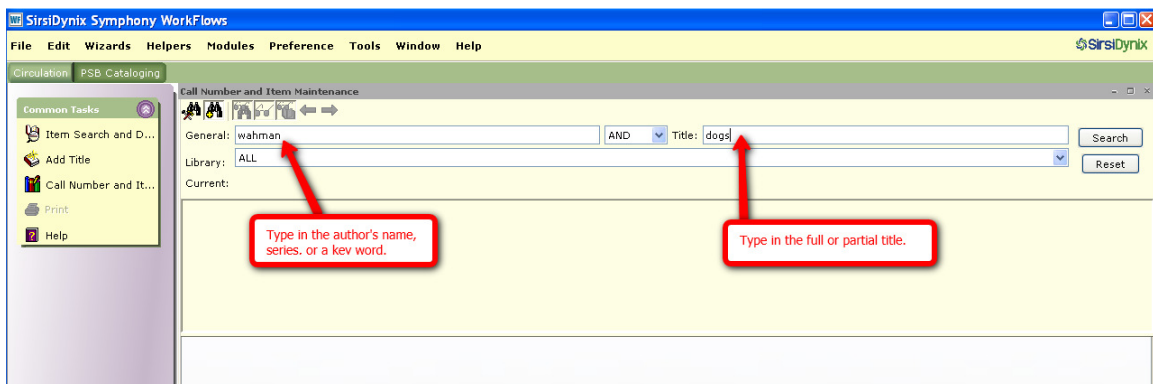The general search function allows you to search in various ways…

If you've used the general search, you will likely have many choices from which to choose.
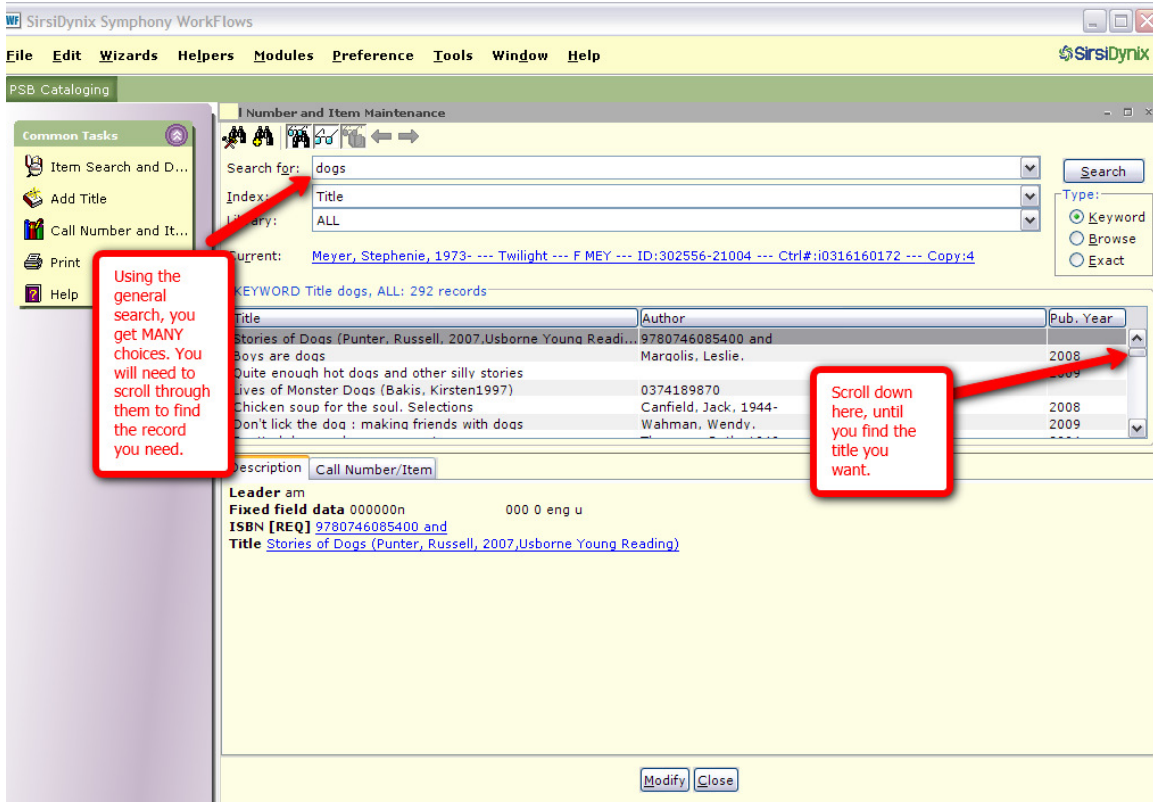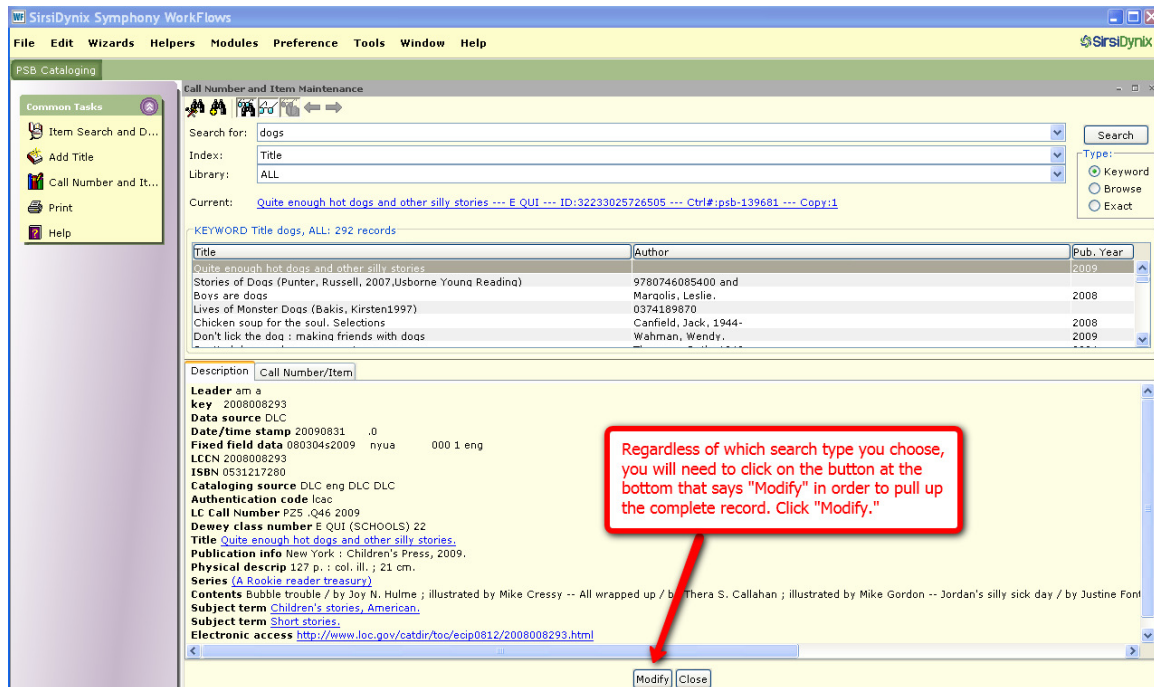
You can also do an advanced search to get more specific responses. You do this by clicking the icon that shows binoculars with a yellow plus sign.

Then you get an advanced search screen that looks like this:

Don't forget to click "Modify" at the bottom, in order to open the full record!

Regardless of whether you do a general or an advanced search, you will end up with **one of three results:**

a) You find the resource listed as being at other schools, but **not at your school**. (You will need to "**ADD CALL**")
b) You find your school **already has** at least one copy of the resource already. (You will need to "**ADD ITEM**")
c) You learn that **no school has this resource** yet. Your school will be the first. (You will need to "**ADD TITLE**")

Now go to the instructions for "Adding Call, Adding Item, or Adding Title" to learn how to complete your cataloguing!