

Oliver Procedures

Manual Cataloguing

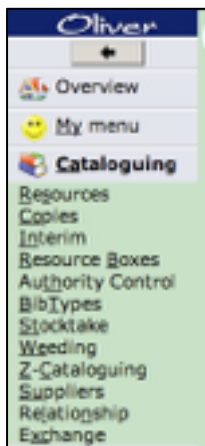


Catholic Education Office, Wollongong

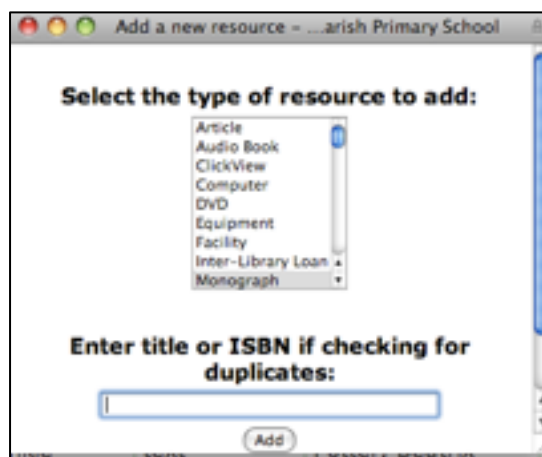
Overview

This document will show you how to manually catalogue an item if it is not available in SCIS.

1. **C**ataloguing > **R**esources



2. In Resources, go to the Function Menu and choose **N**ew Select the type of resource to add by scrolling down.



4. Leave ISBN blank as you would already have checked the ISBN in your search in Z Cataloguing.
5. Type the title and click Add.
6. From this point onwards add information which may be on the resource to any of the following fields.

Title:

Book title or name of resource (be sure to type accurately).

Classification:

For Fiction — F then first three letters of author or if there is no author or editor, then the first three letters of the title. Type in capitals eg **F HAR**

For Non Fiction — Dewey number then first three letters of author or if there is no author or editor, then the first three letters of the title eg **545.99 HAR**

GMD:

Select from drop down menu.

Format:

Select from drop down menu.

Related URLs:

If applicable.

Author:

Type author's surname > search > enter > add.

Edition:

If applicable.

Place:

Where published.

Publisher:

Type in the Publisher's name.

Description:

Type number of pages; illustrated (refer to other entries for accurate descriptions).

ISBN:

Accurately type the ISBN number.

Subjects:

Use the subjects as listed on the imprint page as a guide.

Save.

List	Edit	HARC	Add Copy	Duplicate	Order Copy	Add Retr
Bibliographic Type:	Monograph Change BibType					
Title:	duck					
Attachments:	Add					
Thumbnail:	Upload					
GMD:	text					
Related Resources:	Maintain related resources					
Analytics:	Add					
Has Parent:	X					
Tags:	new_record - Add new tag -					
Entered:	9:41 AM on October 12, 2009 rdowd					
Changed:	9:41 AM on October 12, 2009 rdowd					
Contents Page:	Upload					
Is the temporary loan resource?:	X					

Click Add Copy.

Add Copy - Mary Im. ish Primary School

Enter the barcode:

☐ Use system generated barcode

Select the Branch:

Select the Collection:

Select the Resource Loan Category:

Branch: Library.

Collection: Choose appropriate Collection.

Resource Loan Category: Choose appropriate RLC relevant to Collection.

Barcode: Scan in.

Title: Amazing animal art projects : 20 easy step-by-step paper projects that connect to seasonal and science topics
The title of the corresponding resource

Branch:

Select the branch where this copy is located

ID: 1037724
The ID of the corresponding Resource

Barcode:

The barcode assigned to this copy

Copy ID:

Enter the volume or copy number for the resource copy

Session number:

Enter the session number for this copy

Collection:

Select the collection for this title

Classification:

Enter the full shelf location, i.e. classification and filing letters

Resource Loan Category:

Select an appropriate resource loan category

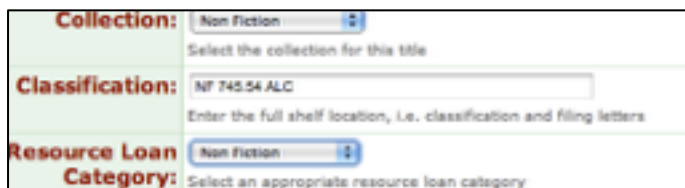
Exchanged from Resource Loan Category:

Select the Resource Loan Category from which this copy is an temporary exchange. This will automatically become the Resource Loan Category for this copy on the exchange expiry date.

Accession Number: Is entered automatically when the screen is closed.

Collection: Select drop down and choose from Menu.

Classification: Add correct classification (F or Dewey and Suffix). This should be there if entered correctly when completing the Resources page.



The screenshot shows a form with three sections. The first section, labeled 'Collection:', has a dropdown menu with 'Non Fiction' selected and a prompt 'Select the collection for this title'. The second section, labeled 'Classification:', has a text input field containing 'NF 745.54 ALC' and a prompt 'Enter the full shelf location, i.e. classification and filing letters'. The third section, labeled 'Resource Loan Category:', has a dropdown menu with 'Non Fiction' selected and a prompt 'Select an appropriate resource loan category'.

Resource Loan Category: check that it is correct.

Status: should be 'available'.

Supplier: As you type the name e.g. Scholastic, it will appear or Add new supplier.

Cost: e.g. 19.95 it is important to add the full stop between dollars and cents.

Save.