

Cataloging New Books Step – By – Step

I START WITH YOUR LOCAL DATABASE, USE ISBN NUMBERS ONLY:

In 'Cataloging' mode of Follett Alliance:

1. Select 'Tools' (in top bar)
 - a. click on 'Data Sources'
 - b. 'Data Source Setup' box will open:
Check 'Local Database' & 'Union Databases' boxes
 - c. SAVE & CLOSE window**

2. Continue in 'Cataloging': You will see 2 boxes:

- a. start with '**in**' box: select 'Local Database'.
- b. 'Search for' box is where you will enter information about new book to add
- c. enter the book's ISBN # in 'search for' box; Click on ISBN button.

A list of titles in your 'Local Database' and/or the 'Union Database' will appear on the screen, with one row highlighted in blue. (Be sure to examine that line carefully to make sure it matches the title you are working with.)

3. **If there is an ISBN match in your local database**, click on 'SELECT' box (bottom, right side); the record for the book will open on the screen.

- a. Click on 'Add Copy' (bottom right corner)
- b. When the box appears asking whether you want to 'replicate the copy':
 - if you click 'Yes' the information from the copy already in your library will be filled in on the copy screen – you must enter new book's barcode # and may change any other information if desired [call number, price, vendor, circulation type, etc]
 - if you click 'No' then you must enter barcode, call number, price, vendor, etc.

4. If there is no ISBN match in local database, but **a match in the Union Catalog:**

- a. If any other school has the same book, it will be displayed on the screen. You will not know which school has the book, but you can use their record if you wish by following these steps:

Save the record that is highlighted

Edit must be clicked in order to view the entire record; line 082 will often contain the recommended Dewey number(s)

Add Copy at the bottom right opens the record where you add the barcode, call number, price, vendor, etc. **SAVE & CLOSE**

II. If there is no match in Union Catalog, the next resort is: Alliance Plus but this is only available if you are working in 'Union Cataloging' mode

- a. search by ISBN number only
- b. if no match is found, save book in a box or cabinet until you have a group needing cataloging; then contact Georgeann Hardy in IMTC for instructions regarding books that need original cataloging.

III In an emergency [such as teacher or student desperately needing to use a new book 'now' – but there are no matching records on local database or union database, here are some 'emergency' steps that will enable the book to be checked out:

In cataloging mode, select **File** [left top corner]

Select **Add Title**

Select **Easy**

Easy Editor screen will open. Here you will enter the basic information about the book:

ISBN [International Standard Book Number] is found on back of title page and/or back of book. Note: some books have different ISBN numbers in these two locations: some prebound companies (or scholastic) assign a different ISBN to the back cover to indicate a different type of binding. In this case, use the ISBN number on the back of the title page.

Material type: Book will be the type in the box. If you are adding anything else (such as video), scroll down to find & click on the right type before proceeding.

Author: Be sure to enter in this order: Last name, first name, middle name or initial. Take information from the title page. If there is more than one author, only list the first one.

Publication: Place is the first city listed on title page or back of title page. This is optional. Publisher is optional, but helpful to include if possible. On title page or reverse

Physical Format:

Extent – enter number of pages in book

Other detail – optional; if you wish, you may enter ill. - if there are any illustrations in book.

DO NOT ENTER ANY OTHER INFORMATION (such as Added Description, Subjects, Added Entries)

SAVE this record

ADD Copy to the record

Now or later – print call number label for the book

Keep a record of the titles that are added in this manner, so that complete subjects, lexiles, etc can be added by a trained cataloger.

Vital information to remember: the ISBN # identifies the specific edition of the book, not just the author & title of the book.

A title may be published in paperback, large print, hard cover, etc – each will have a different ISBN. Classics may be published by many different publishers with different illustrations.

Your library records should accurately indicate which edition/version of the title is in the collection.