California Community Colleges
Quick Cataloging Workflow using a Bibliographic Record found the Network Zone

1. Search the title that you are looking for in the **NZ**.
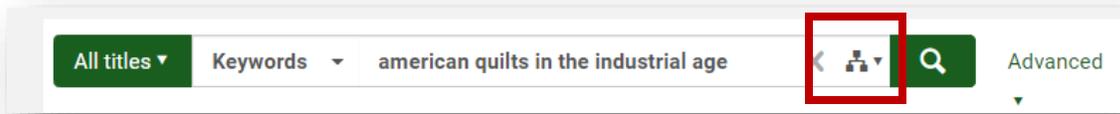
2. Click on the **hyperlinked title** in the list of results.
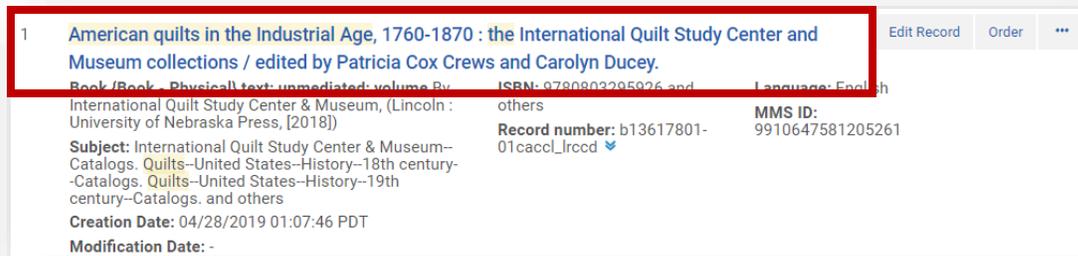
3. Click **Copy** to copy the bib from the Institution Zone (IZ) to the Network Zone (NZ).

4. After seeing the acknowledgement that the record was added to the institution click on the **Edit** button.

5. In the MD Editor click the **Add Holdings** button or **CTRL+ALT+H**.
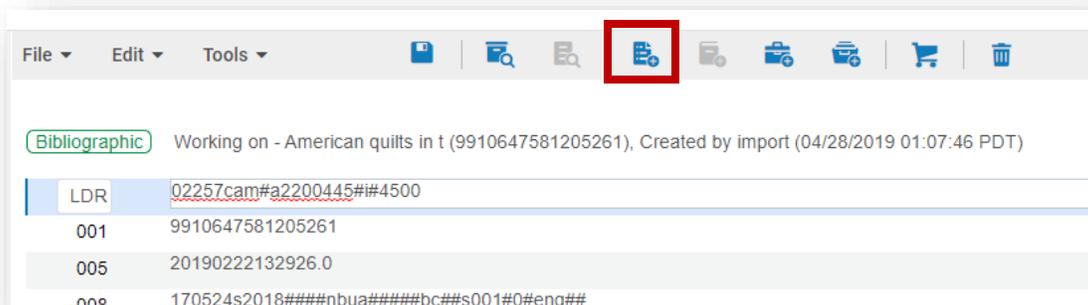
6. Place the cursor in the **852** tag of the Holdings record and click **CTRL+F** to open the form editor.
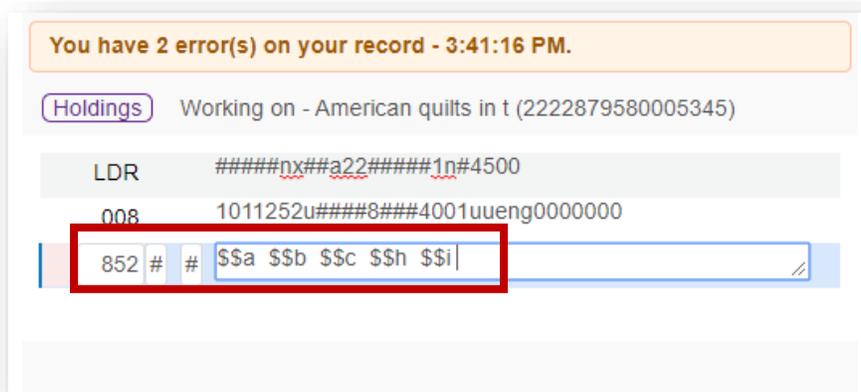
7. Fill in subfields **b then c** from the drop-down menu to select the appropriate library and location for the new item.

8. Click **CTRL+S** to save the record and close the form editor.

9. The Call number is pulled into **852 $$** h or the **$$h and $$i** from the bibliographic record based on the call number hierarchy that was configured for the location set in 852 $$c. Correct the call number if necessary and save the Holdings record again.

10. Click the **Add Item** icon or **ALT+I**.

11. In the Physical Item Editor **fill in the barcode** and **save** the item.
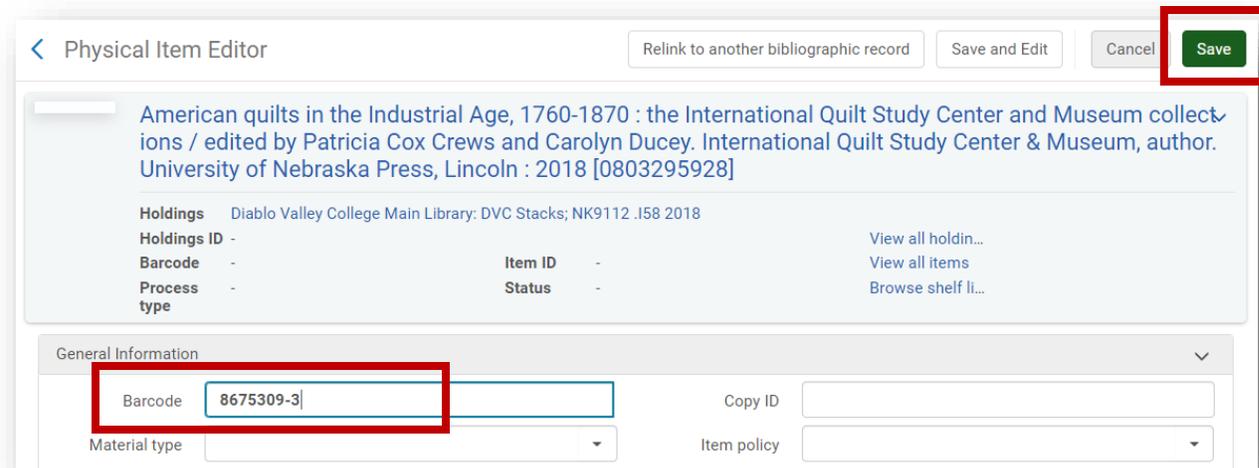
At this time the physical inventory has been created in your Alma IZ. Following this workflow the item appears to be in place on the shelf. Complete the following steps to create work orders on newly-created items and by setting their process type to your Technical Services Department.

1. The AcqWorkOrder work order type is associated with your Acquisitions Work Order Department. Be sure that you are in your Tech Services/Acq Work order Department.
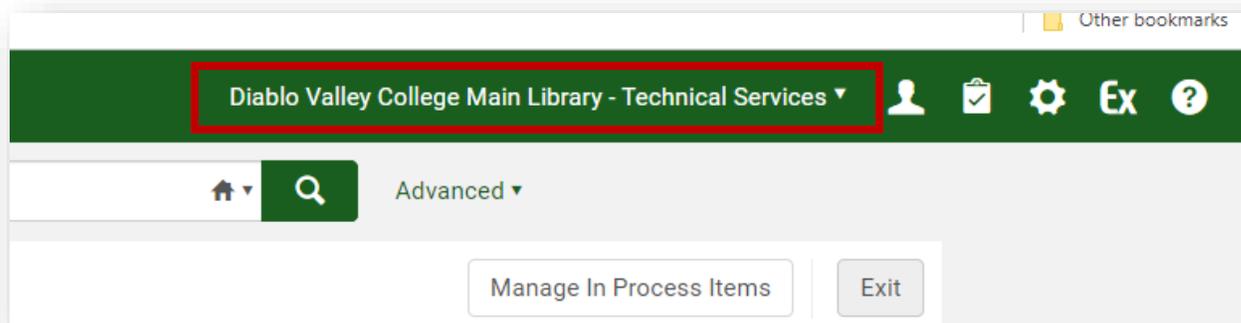
2. Go to Acquisitions → Scan In.

3. Set the appropriate **Work Order Status**. Done should be set to **No**.

4. Scan the barcodes of the newly-created items.

5. The items are now in the Acquisitions Department with a Work Order on them.

6. The item records have a **status of not in place** and a **Process Type of Technical Services**.

American quilts in the Industrial Age, 1760-1870 : the International Quilt Study Center and N
ions / edited by Patricia Cox Crews and Carolyn Ducey. International Quilt Study Center & M
University of Nebraska Press, Lincoln : 2018 [0803295928]

Holdings	Diablo Valley College Main Library: DVC Stacks; NK9112 .I58 2018			View all holdin…	
Holdings ID	2222879580005345			View all items	
Barcode	8675309-3	Item ID	2322879560005345	Browse shelf li…	
Process type	Technical Services -Type name fie…	Status	Item not in place		