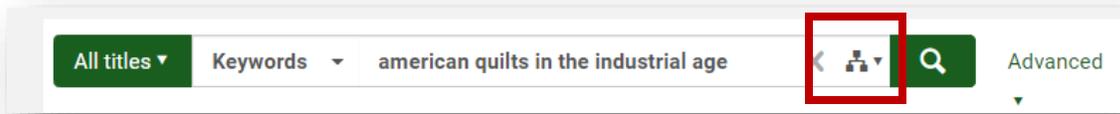


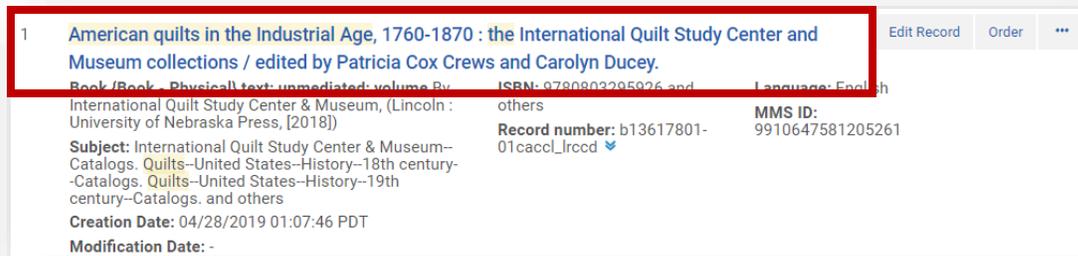
California Community Colleges

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).

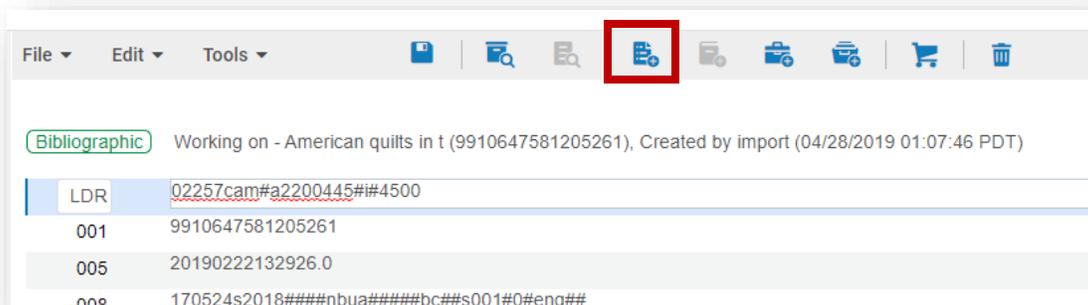


4. After seeing the acknowledgement that the record was added to the institution click on the **Edit** button.

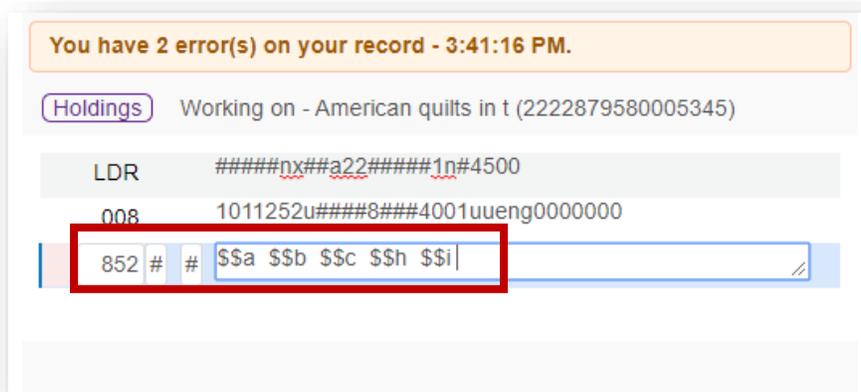


California Community Colleges Quick Cataloging Workflow using a Bibliographic Record found the Network Zone

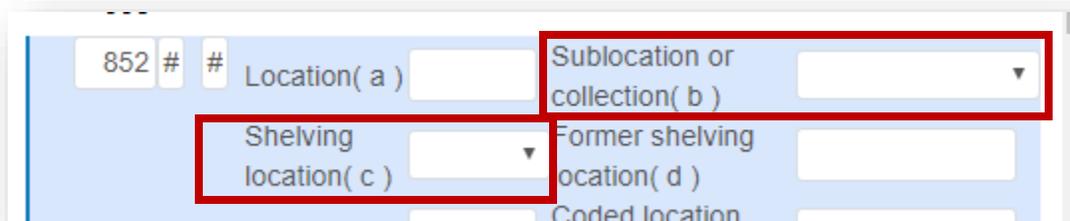
5. In the MD Editor click the **Add Holdings** button or **CTRL+ALT+H**.



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.



California Community Colleges

Quick Cataloging Workflow using a Bibliographic Record found the Network Zone

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.

Record saved at 3:46:16 PM. Error while validating data with profile

Holdings Working on - American quilts in t (2222879580005345), Created by exl_impl (09/20/2019 12:49:42 PDT), Modified by exl_impl (09/20/2019 12:49:43 PDT)

LDR	00146nx##a22000611n#4500
008	1011252u####8###4001uueng0000000
005	20190920124941.0
852 0	\$\$b DVC \$\$c dmail \$\$h NK9112 \$\$i .I58 2018

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

File Edit Tools

Bibliographic Working on - American quilts in t (9910647581205261), Created by import (04/28/2019 01:07:46 PDT)

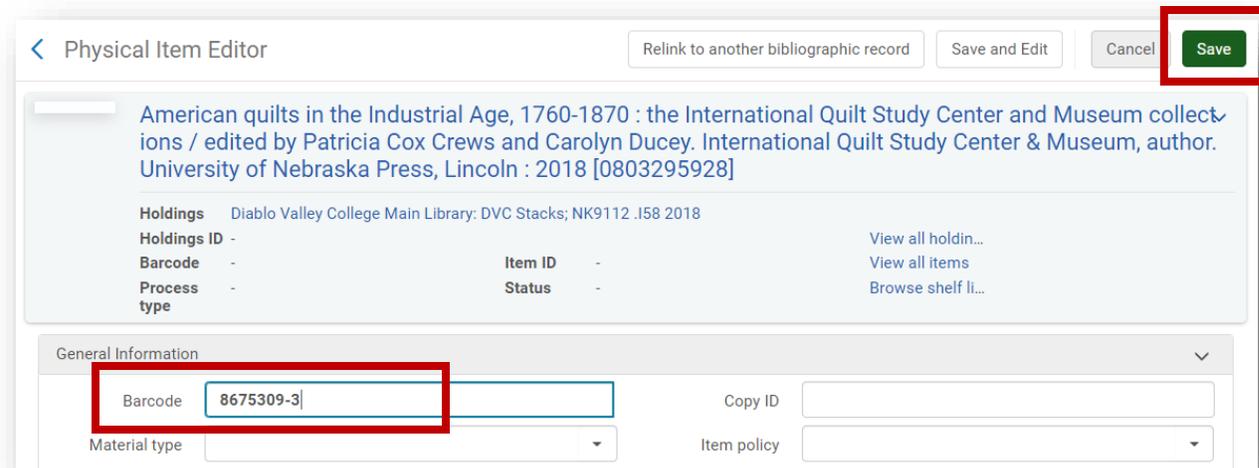
LDR	02257cam#a2200445##4500
001	9910647581205261
005	20190222132926.0

Record saved at 3:46:16 PM. Error

Holdings Working on - American exl_impl (09/20/2019 12:49:43 PDT)

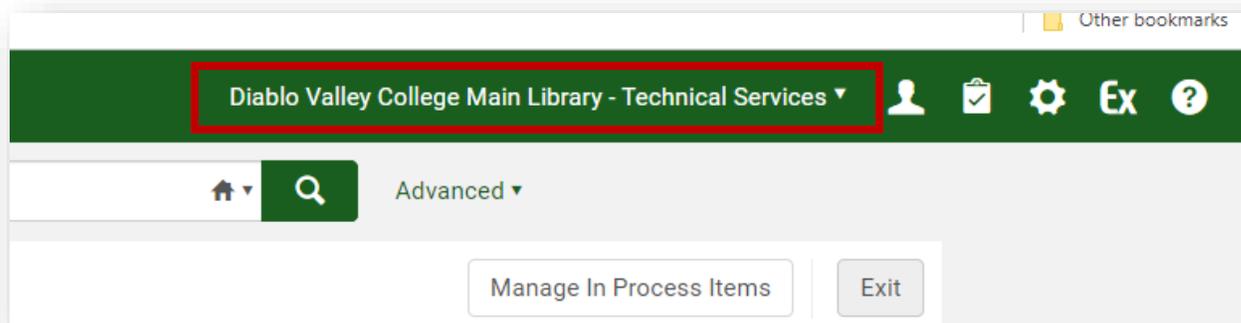
LDR	00146nx##a22000
008	1011252u####8##

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.

California Community Colleges

Quick Cataloging Workflow using a Bibliographic Record found the Network Zone

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

Scan In Items

Scan in Items | Change Item Information

Alt + 1
Automatically print slip Yes No

Set Status To: **Physical Processing**

Done Yes No

Scan item barcode * OK

Scan request ID OK

Create Item

No records were found.

4. Scan the barcodes of the newly-created items.
5. The items are now in the Acquisitions Department with a Work Order on them.

1 - 1 of 1

Title	Destination	Barcode	Request/Process Type	Requester
American quilts in the Industrial Age, 1760-1870 : the International Quilt Study Center and Museum collections / edited by Patricia Cook Crews and Carolyn Ducey.	Manage Locally (Technical Services -Type name field)	675309-3	Technical Services - Type name field	-

California Community Colleges

Quick Cataloging Workflow using a Bibliographic Record found the Network Zone

- 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 M
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			
Holdings ID	2222879580005345			View all holdin...
Barcode	8675309-3	Item ID	2322879560005345	View all items
Process type	Technical Services -Type name fie...	Status	Item not in place	Browse shelf li...