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).

Record View				Сору	/ Link Back	Edit
American quilts i	n the Industrial Age	1760-1870 · the Interna	ational Quilt Study Ce	enter and Museum		~
/ inchoun quito i	in the induction rige,		ational gant orday of			
MMS ID	9910647581205261	Suppress from publishing	No	Export to WorldCat	Publish Bibliographic r	rec
MMS ID Brief level	9910647581205261 10	Suppress from publishing Record format	No marc21	Export to WorldCat	Publish Bibliographic	rec

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

Record View				Сору	Link Back	Edit
American quilts i	n the Industrial Age, <sup>2</sup>	1760-1870 : the Interna	ational Quilt Study Ce	enter and Museum	_	~
MMS ID	9910647581205261	Suppress from publishing	No	Export to WorldCat	Publish Bibliographic red	D
MMS ID Brief level	9910647581205261 10	Suppress from publishing Record format	No marc21	Export to WorldCat	Publish Bibliographic red	D

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.

LDR #####nx##a22####1n#4500 008 1011252u####8###4001uueng0000000 852 # # \$\$a \$\$b \$\$c \$\$h \$\$i	LDR ####0x##a22####10#4500 008 1011252u####4001uueng0000000 852 # # \$\$a \$\$b \$\$c \$\$h \$\$i	oldings	Working on - American quilts in t (2222879580005345)
008 1011252u####8###4001uueng0000000   852 # # \$\$a \$\$b \$\$c \$\$h \$\$i	008 1011252u####8###4001uueng0000000   852 # # \$\$a \$\$b \$\$c \$\$h \$\$i //	LDR	##### <u>nx</u> ## <u>a22</u> ##### <u>1n</u> #4500
852 # # \$\$a \$\$b \$\$c \$\$h \$\$i	852 # # <mark>\$\$a \$\$b \$\$c \$\$h \$\$i</mark>	008	1011252u####8###4001uueng0000000
		852 #	# \$\$a \$\$b \$\$c \$\$h \$\$i

7. Fill in subfields **b then c** from the drop-down menu to select the appropriate library and location for the new item.

852 # # Location( a )	Sublocation or collection(b)
Shelving location( c )	Former shelving ocation( d )
	Coded location

## 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.

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 dmair \$\$h NK9112 \$\$i .I58 2018

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

File 🔻	Edit 🔻	Tools 🔻	Image: A state of the state		<b>B</b> . <b>D</b> .	-	Ē		ŵ
		Martine - Arrest		7504005064	Ore stad bu	Rec	ord sav	ved at 3:46:1	6 PM. Erro
Biblio	graphic)	import (04/28/2019	can quiits in t (991064 01:07:46 PDT)	1/581205261),	Created by	Hol	dings	Working on	- American
L	DR	02257cam#a22004	45#i#4500		//	Chior	unigo)	12:49:43 P	DT)
0	)01	9910647581205261					LDR	<u>00146n</u>	<u>x</u> ## <u>a22000</u>
0	05	20190222132926.0					008	101125	2u####8###

11. In the Physical Item Editor fill in the barcode and save the item.

Ame	rican quilts in the Indus	strial Age, 1760-1870	) : the Internation	al Quilt Study Center and Museun	n collect
ions	/ edited by Patricia Co	x Crews and Carolyn	Ducey. Internatio	onal Quilt Study Center & Museum	n, author.
Univ	ersity of Nebraska Pres	ss, Lincoln : 2018 [08	03295928]		
Holdin	gs Diablo Valley College Mair	Library: DVC Stacks; NK911	2 .158 2018		
Holdin	gs ID -			View all holdin	
Barcod	le -	Item ID -		View all items	
Proces type	·S -	Status -		Browse shelf li	
neral Informatio	n				~
Barcode	8675309-3		Copy ID		
			Item policy		-

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.

Diablo Valley	College Main Library - Technical Services 🔻 👤 ଟ	Ex	?
<b>≜</b> r Q	Advanced <b>•</b>		
	Manage In Process Items Exit		

2. Go to Acquisitions  $\rightarrow$  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 Change Item Information		
Alt + 1 Automatically print slip O Yes • No		
Set Status To Physical Processing	*	
Done 🔾 Yes 🌑 No		
Scan item barcode *	:≡ ОК	Create Item
Scan request ID	ОК	

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

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

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

America ions / eo Universi	an quilts in the Industrial Ag dited by Patricia Cox Crews ty of Nebraska Press, Linco	ge, 1760- s and Ca oln : 201	1870 : the Internatior rolyn Ducey. Internatio 8 [0803295928]	nal Quilt Study Center and N onal Quilt Study Center & N
Holdings Holdings II Barcode	Diablo Valley College Main Library: D 2222879580005345 8675309-3	VC Stacks; I	NK9112 .I58 2018	View all holdin View all items
Process type	Technical Services -Type name fie	Status	Item not in place	Browse shelf li