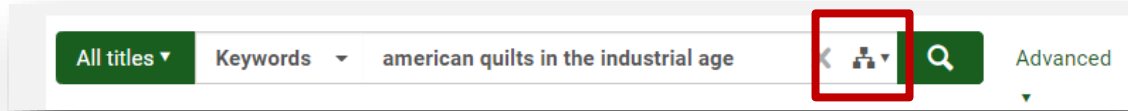


California Community Colleges – Shasta College edits - March 2020

Quick Cataloging Workflow using a Bibliographic Record found the Network Zone

1. Search the title that you are looking for in the **NZ** using Alma.

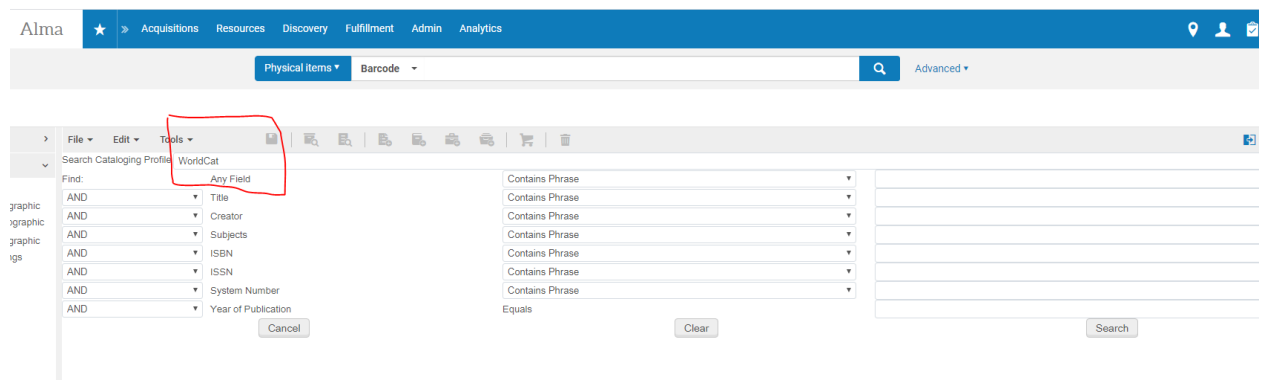
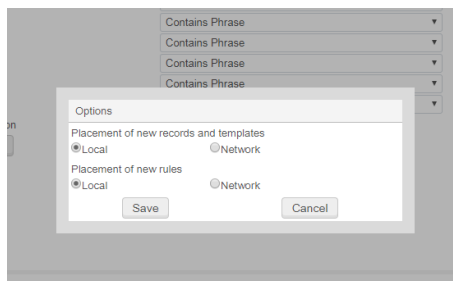


2. If at this point you DO NOT find the correct title in the NZ you will need to *Search External Resources* to find a record from OCLC. ***If you DID find a record in NZ, then proceed to page 2 of these instructions for linking record to NZ and editing the record.***

Go to : Resources in Alma

Search Resources opens Metadata Editor. Search Cataloging Profile = WorldCat.

Note: If you are getting an error message that the WorldCat search is not working, make sure your File/Options / Placement of New Records is set to Local until the central CCCL account for Connexion is set up by the NZ manager, Jessica Hartswigen. See below:



Make sure you search in correct field for search parameter: title, creator, ISBN, etc.

If you locate a record click:

The screenshot shows a library catalog interface with a menu bar (File, Edit, Tools) and a list of records. The records are displayed in a table-like format with columns for call number, barcode, and title. The 'Import' button is circled in red.

Call Number	Barcode	Title
016 7	\$\$a 101619195 \$\$2 DNLM	
016 7	\$\$a 016603689 \$\$2 Uk	
019	\$\$a 1122453687	
020	\$\$a 9781975120214 \$\$q (paperback)	
020	\$\$a 1975120213 \$\$q (paperback)	
035	\$\$a (OCoLC)1122564788 \$\$z (OCoLC)1122453687	
035	\$\$a (OCoLC)on1122564788	
040	\$\$a AIC \$\$b eng \$\$c AIC \$\$d PZS \$\$d OCLCF \$\$d IBI	
050	4 \$\$a RC674 \$\$b .C3585 2020	
060 0 0	\$\$a 2015 F-606	
060 1 0	\$\$a WY 152.5	
082 0 0	\$\$a 616.1/20231 \$\$2 23	
100 1	\$\$a McLaughlin, Mary Ann Siciliano, \$\$d 1968- \$\$e author.	
245 1 0	\$\$a Cardiovascular care made incredibly easy! / \$\$c clinical editor, Mary Ann Siciliano McLaughlin, MSN, RN.	
250	\$\$a Fourth edition.	
264	1 \$\$a Philadelphia : \$\$b Wolters Kluwer Health/Lippincott Williams & Wilkins, \$\$c [2019]	

Buttons: Back to results, Import (circled in red), Info, Alerts, Linked Data

- Import
- Edit
- File
- Share with Network
- Tools
- Set Management Tags
- Export to WorldCat
- Publish holdings only

If Record is found in the Network Zone:

3. If a record is found in NZ Click **Link** to link the bib in Institution Zone (IZ) to bib in Network Zone (NZ).

Record View

Copy Link Back Edit

Food and feast in medieval England / P.W. Hammond.

MMS ID	9913075019905261	Suppress from publishing	No	Export to WorldCat	Publish Bibliographic rec...
Brief level	01	Record Format	marc21	Suppress from external search	No
Originating system	ILS	Originating system ID	7999-csumpdb	Originating system version	-

MARC BIBFRAME

- Click Edit to begin editing the record.

1 American quilts in the Industrial Age, 1760-1870 : the International Quilt Study Center and Museum collections / edited by Patricia Cox Crews and Carolyn Ducey. Edit Record Order ...

Book (Book - Physical text; unmediated; volume By: International Quilt Study Center & Museum, (Lincoln : University of Nebraska Press, [2018]) ISBN: 9780803295926 and others Language: English

Record number: b13617801-01cacc_lrrcd MMS ID: 9910647581205261

Subject: International Quilt Study Center & Museum--Catalogs. Quilts--United States--History--18th century--Catalogs. Quilts--United States--History--19th century--Catalogs. and others

Creation Date: 04/28/2019 01:07:46 PDT

Modification Date: -

Record View

Copy Link Back Edit

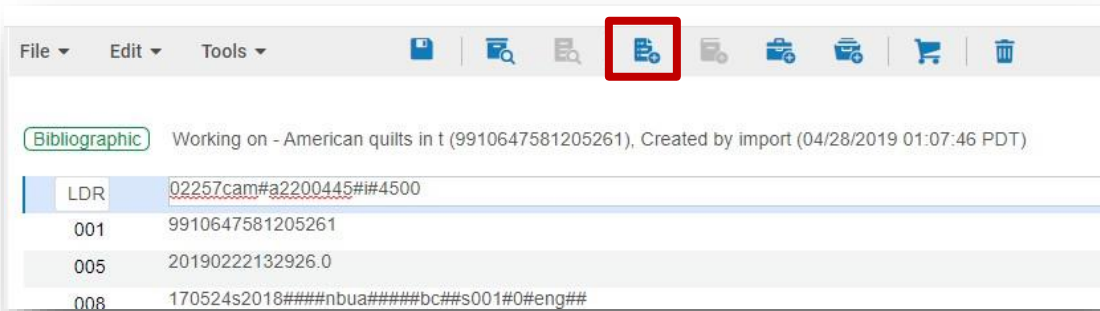
American quilts in the Industrial Age, 1760-1870 : the International Quilt Study Center and Museum...

MMS ID	9910647581205261	Suppress from publishing	No	Export to WorldCat	Publish Bibliographic rec...
Brief level	10	Record format	marc21		
Originating system	ILS	Originating system ID	b13617801-01cacc_lrrcd	Originating system version	-

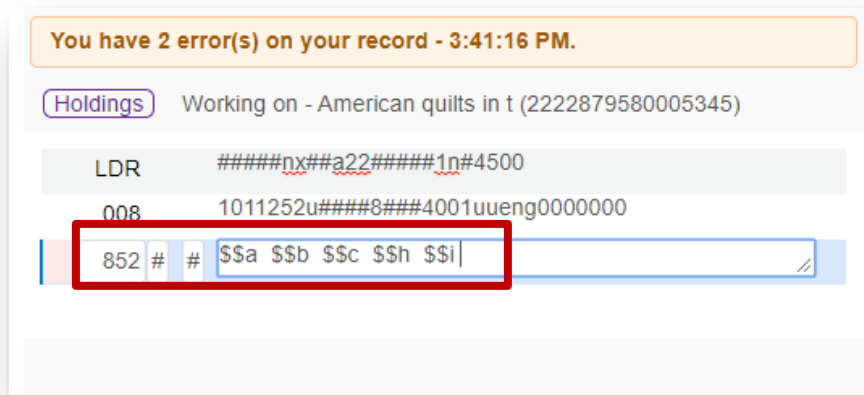
In Metadata Editor after sharing with Network, make sure these fields have been deleted by import profile. If not delete:

029, 936, 938, 948, 984 NZ

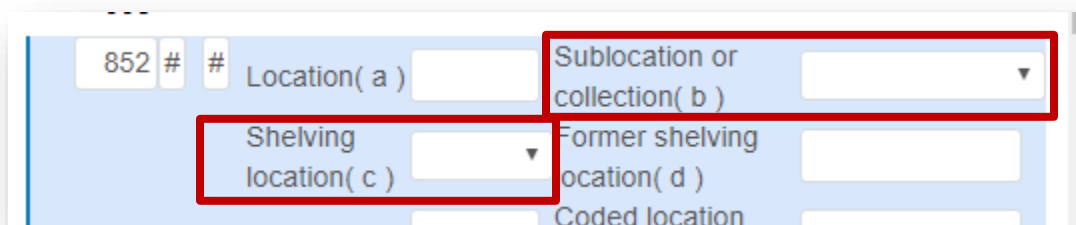
4. In the MD Editor click the **Add Holdings** button or **CTRL+ALT+H**. (Check LDR fields, if necessary.) If the Add Holdings button is not displayed (shown below), Click SAVE to save the record. Then you should see the Add Holdings button.



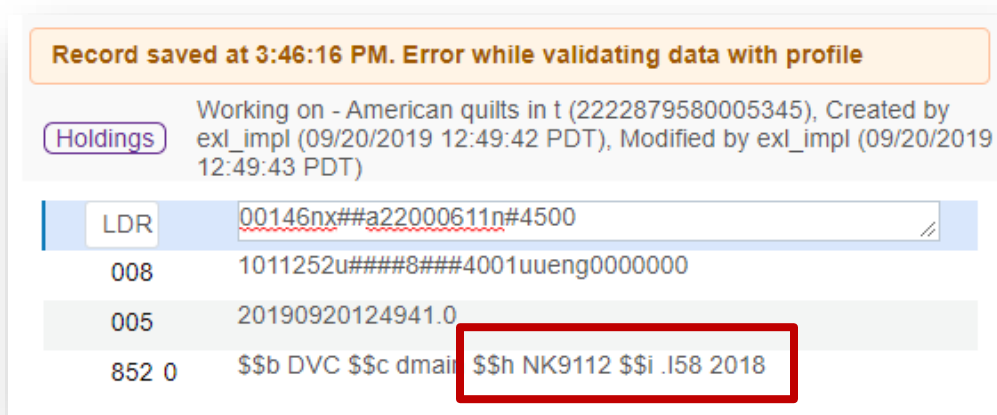
- Place the cursor in the **852** tag of the Holdings record and click **CTRL+F** to open the form editor.



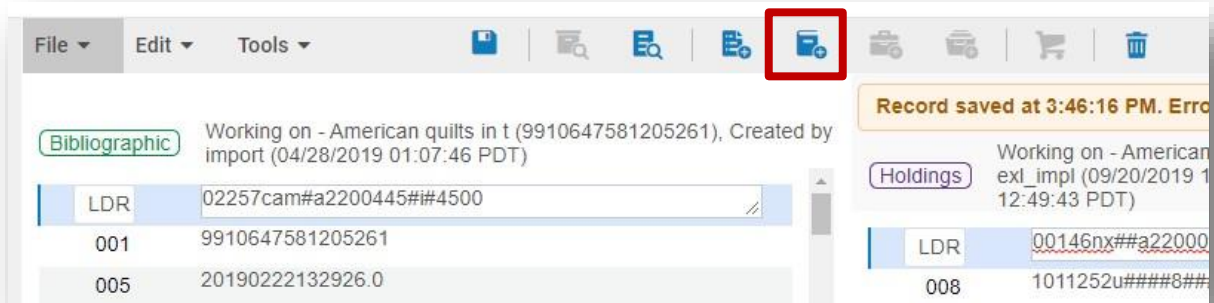
- Fill in subfields **b** then **c** from the drop-down menu to select the appropriate library and location for the new item.



- 7. Click **CTRL+S** to save the record and close the form editor.
- 8. 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. **We may need to change the cutter in \$\$i, if ours is different. If this is a PCX # then delete the \$\$h and put PCX in the \$\$i. Instructor's copies can also be indicated in Temporary Location/Item record call number to display both the LC call number and the temporary PCX number if more than one copy is owned with more than one call number.**



- 9. Click the **Add Item** icon or **ALT+I**.



In the Physical Item Editor:

- Enter material type
- Receiving date
- Price
- Item policy
- Permanent location
- Item call #
 - Note: if this is second copy and the copy has a different call number, such as PCX for instructor copy you need to add the call number and indicate the book is in a Temporary Location so that the second call number displays in Primo along with LC call number, even if the copy is not technically in a temporary place.
- Put item in temp location: Technical Services
- Scan in or type the barcode number and Save
- Save and Release the record under File / Save and Release

Physical Item Editor

Relink to another bibliographic record Save and Edit Cancel Save

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

Holdings Diablo Valley College Main Library: DVC Stacks; NK9112 .I58 2018

Holdings ID	Barcode	Item ID	Status
-	-	-	-

View all holdin...
View all items
Browse shelf li...

General Information

Barcode 8675309-3 Copy ID

Material type Item policy

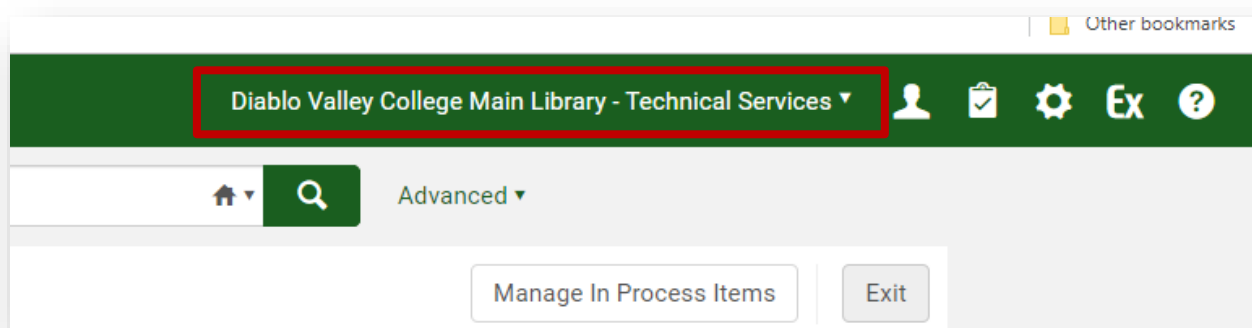
Extras:

1. If you need to delete a bib record with no holdings from IZ you can go to **File / Copy Record to IZ / Delete Record**. This deletes the record from your IZ but keeps record in NZ. You should not be able to delete a record with holdings from NZ. *If you get a warning about deletion of record from NZ – not your own IZ – then stop but you should not be able to do this anyway.*
2. When importing a record do not use Copy command, instead use Link to link to NZ record.

The following instructions were created by TRAILS consortium. Shasta College has not tried these yet:

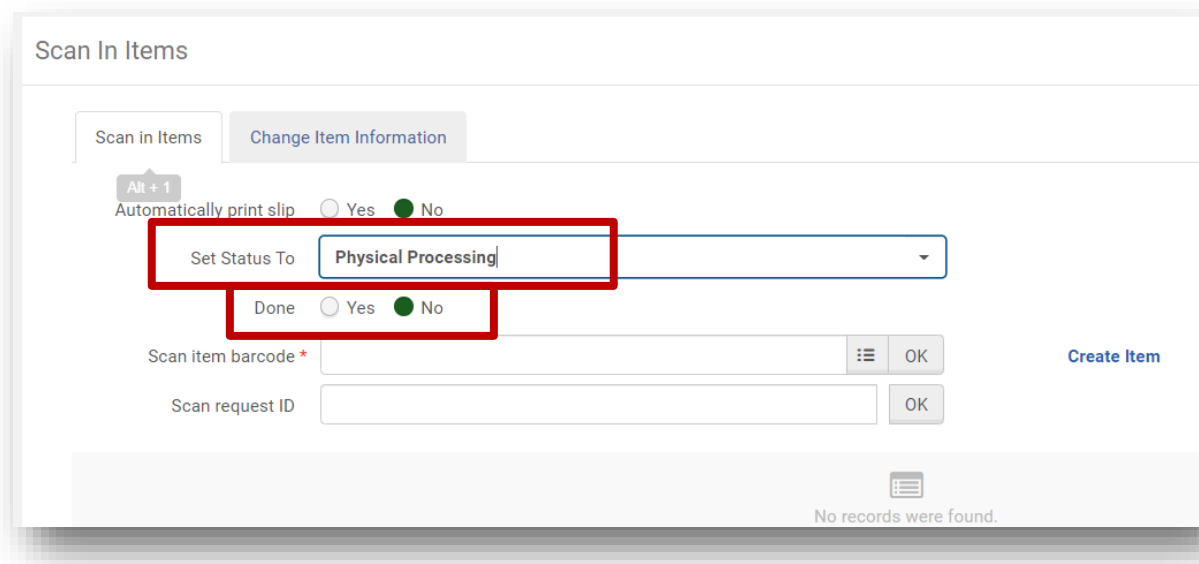
At this time the physical inventory has been created in your Alma IZ. Following this workflow the item appears to be in place on the shelf. Complete the following steps to create work orders on newly-created items and by setting their process type to your Technical Services Department.

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**.



The screenshot shows the 'Scan In Items' form with two tabs: 'Scan in Items' and 'Change Item Information'. The 'Scan in Items' tab is active. Below the tabs, there is a section for 'Automatically print slip' with radio buttons for 'Yes' and 'No', where 'No' is selected. A red box highlights the 'Set Status To' dropdown menu, which is currently set to 'Physical Processing'. Another red box highlights the 'Done' radio buttons, where 'No' is selected. Below these, there are two input fields: 'Scan item barcode *' and 'Scan request ID', each with an 'OK' button. A 'Create Item' button is also visible. At the bottom, there is a message '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 Cox Crews and Carolyn Ducey.	Manage Locally (Technical Services -Type name field)	8675309-3	Technical Services - Type name field	-

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 Museum collections / edited by Patricia Cox Crews and Carolyn Ducey. International Quilt Study Center & Museum, University of Nebraska Press, Lincoln : 2018 [0803295928]		
Holdings	Diablo Valley College Main Library: DVC Stacks; NK9112 .I58 2018		
Holdings ID	2222879580005345		
Barcode	8675309-3	Item ID	2322879560005345
Process type	Technical Services -Type name fie...	Status	Item not in place
			View all holdin...
			View all items
			Browse shelf li...