Creating a New Bibliographic Record
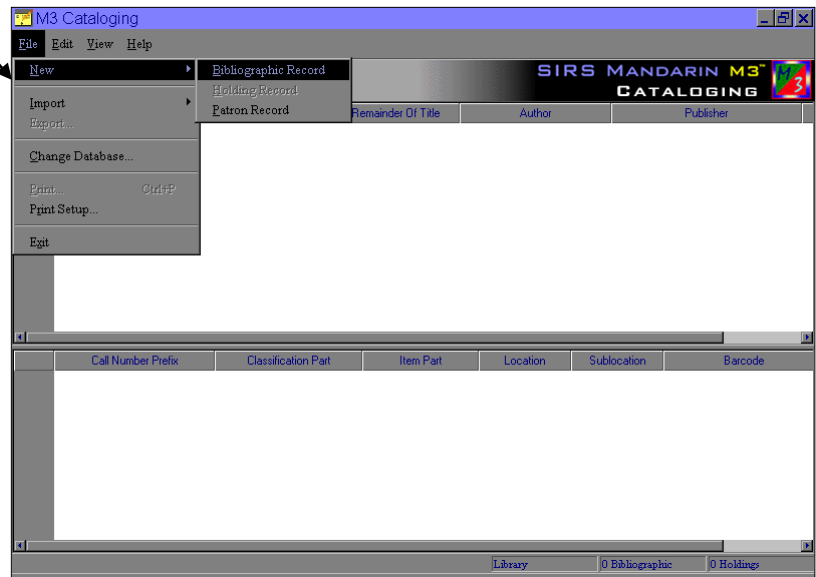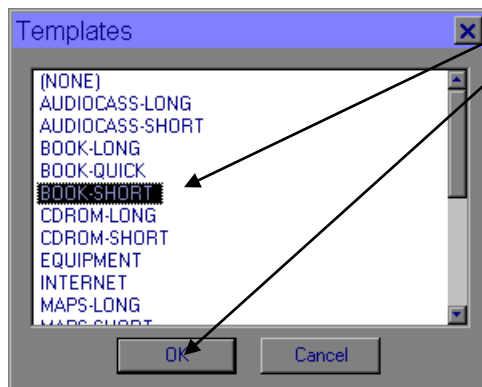
1. From the File Menu, choose New…Bibliographic Record.

2. A list of templates will come up. Choose the template you wish to use for the item you are cataloging. Double click the template name or select it and click OK.

3. An empty bibliographic record will appear. Type the information in the appropriate fields in the WHITE section of the box. (You cannot type anywhere it appears gray.)

You do not need to type anything into these fields. They are system-generated.

To insert or delete fields or subfields, right click in the gray area and select the action you wish to perform from the list.
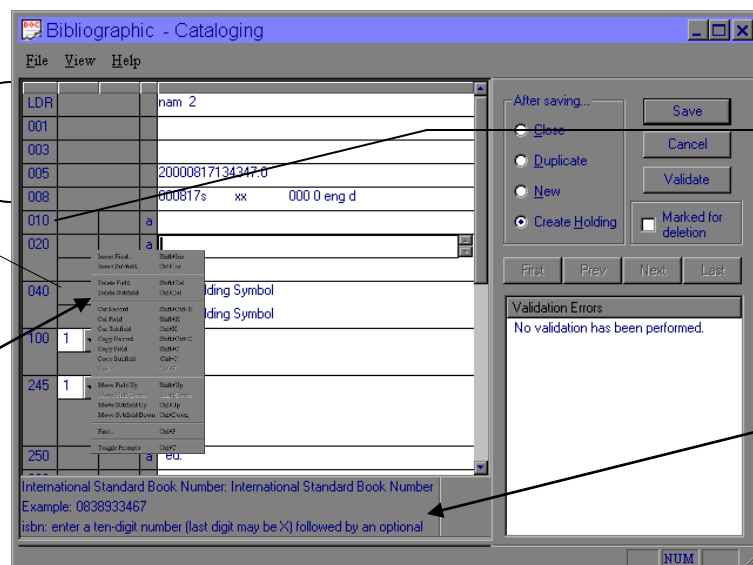
The fields use MARC field tag numbers. If you wish to use natural language prompts instead of the tag numbers, right click in the gray area and choose Toggle Prompts or click in the gray area and press Ctrl+T. You will always see prompts for each field in the bottom area of the window.

4. After you have filled in all your bibliographic information, it is time to create a holding record. This is where the barcode information resides. Be sure that "Create Holding" is selected and click Save.

5. A template for the holding record will come up. You should only need to fill in the barcode (852#p) and change the group information (if the item belongs to a group other than the general collection, like reference, video, etc.) When you are finished, click Save.