

# AspenCat – Adding an Item

When you have a new item to add to your catalog, the first step is to search the catalog for the title. This document should be used when there is already a bibliographic record for your new item in the catalog.

1. Logon to the staff Cataloging Module.
2. At the top of the screen, enter a search for the title. You can use the ISBN or words from the title to search for the record. Enter your search term(s) and click the “Submit” button.



3. A screen will display showing the matches found in the catalog. If you know that this is the right title, you can click on the “Add Holdings” link to add your item. If multiple matches are found and you need to find the right bibliographic record, refer to step #7 in this quick guide.



4. The items already attached to the bibliographic record will display, along with a form for you to fill out to add your new item. Asterisks (\*) indicate the fields you are required to complete.

**Items for Happy birthday, moon / by Asch, Frank. (Record #14)**

	Withdrawn status	Lost status	Source of classification or shelving scheme	Damaged status	Not for loan	Permanent location	Current location	Shelving location	Date acquired	Cost, normal purchas price
<a href="#">Edit</a> <a href="#">Delete</a>			z			Akron Public Library (C824)	Akron Public Library (C824)	Easy Children's Fiction	2002-05-20	
<a href="#">Edit</a> <a href="#">Delete</a>						West End Schools (C548)	West End Schools (C548)	Elem. Easy	2004-04-16	14.00

## Add Item

<b>p - Barcode *</b>	<input type="text" value="Scan or type the barcode for the item"/>
0 - Withdrawn status	<input type="text"/>
1 - Lost status	<input type="text"/> <small>Note: Modifying this value does not affect patron lost item editor to ensure lost and overdue charges are assessed.</small>
<b>2 - Source of classification or shelving scheme *</b>	Dewey Decimal Classification
3 - Materials specified (bound volume or other part)	<input type="text"/>
4 - Damaged status	<input type="text"/>
5 - Use restrictions	<input type="text"/>
7 - Not for loan	<input type="text"/>
8 - Collection code	DOLORES CO. - DOVE CREEK CHILDEN'S LIBRARY
K - Cataloging Status	<input type="text"/>
<b>a - Permanent location *</b>	Dolores County School-Public Library (C594.dc)
<b>b - Current location *</b>	Dolores County School-Public Library (C594.dc)
<b>c - Shelving location *</b>	FICTION
<b>d - Date acquired *</b>	2015-03-13
e - Source of acquisition	<input type="text"/>
f - Coded location qualifier	<input type="text"/>
g - Cost, normal purchase price	<input type="text"/>
h - Serial Enumeration / chronology	<input type="text"/>
i - Suppressed	<input type="text"/>
j - Shelving control number	<input type="text"/>
k - Other item status	<input type="text"/>
<b>o - Full call number *</b>	FIC ASI
t - Copy number	<input type="text"/>
u - Uniform Resource Identifier	<input type="text"/>
<b>v - Cost, replacement price *</b>	<input type="text" value="Enter the replacement price"/>
w - Price effective from	2014-06-12
x - Non-public note	<input type="text"/>
<b>y - Koha item type *</b>	Book
z - Public note	<input type="text"/>

Dewey Decimal is the default scheme.

If a collection code that doesn't match your item/library is in this field, change to nothing.

Select your library and shelving location.

Click in the "date acquired" field to automatically populate with today's date

Call number from the bib is the default. You can edit for you library

Select the appropriate item type. This determines how the item circulates.

<input type="button" value="Add Item"/>	<input type="button" value="Add &amp; Duplicate"/>	<input type="button" value="Add Multiple Copies"/>
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For multiple copies of the same item, "Add & Duplicate" will automatically populate everything but the barcode and the item number for the next item.

### Session Defaults

<input type="button" value="Set Default Values for Session"/>	<input type="button" value="Set Default Values for Session and Save"/>
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- Once you have filled in the item information, click on the "Add Item" button at the bottom of the page.
- For multiple copies of the same item, click on the "Add & Duplicate" button at the bottom of the page. This will automatically fill in every field except the barcode and the copy number for your next item.

- If multiple bibliographic records are retrieved or to make sure that this is the same title you have, you will need to examine the information in the record and make sure it matches the item you have. Click on the title to view the full bibliographic record.

The screenshot shows the Koha catalog search results for Dolores Public Library (C506). The search results table is as follows:

Title	Location	preview		
<a href="#">Happy birthday, moon /</a> Asch, Frank. - 0133836878 (lib. bdg.) : - Prentice-Hall, - 1982 ; Englewood Cliffs, N.J. : - [32] p. : ; 21 cm.			<a href="#">MARC   Card</a>	<a href="#">Edit biblio</a> <a href="#">Add holdings</a>
<a href="#">Good night, Gorilla-- and more bedtime stories</a> - 0439582938 - Scholastic ;   distributed by New Video Group, - 2002 ; [New York] : - 1 videodisc (51 min.) : ; 4 3/4 in.			<a href="#">MARC   Card</a>	<a href="#">Edit biblio</a> <a href="#">Add holdings</a>
<a href="#">Happy birthday, moon /</a> Asch, Frank. - 0689835442 - Prentice-Hall, - 1982 ; Englewood Cliffs, N.J. : - [32] p. : ; 21 cm.			<a href="#">MARC   Card</a>	<a href="#">Edit biblio</a> <a href="#">Add holdings</a>
<a href="#">Happy birthday, moon /</a> Asch, Frank - Weston Woods - 1990 ; New York - 1 audiocassette (6 min.)	Lost (1)		<a href="#">MARC   Card</a>	<a href="#">Edit biblio</a> <a href="#">Add holdings</a>

- The bibliographic record will display. Use the tabs at the top of the record to navigate through the different MARC tags within the record.

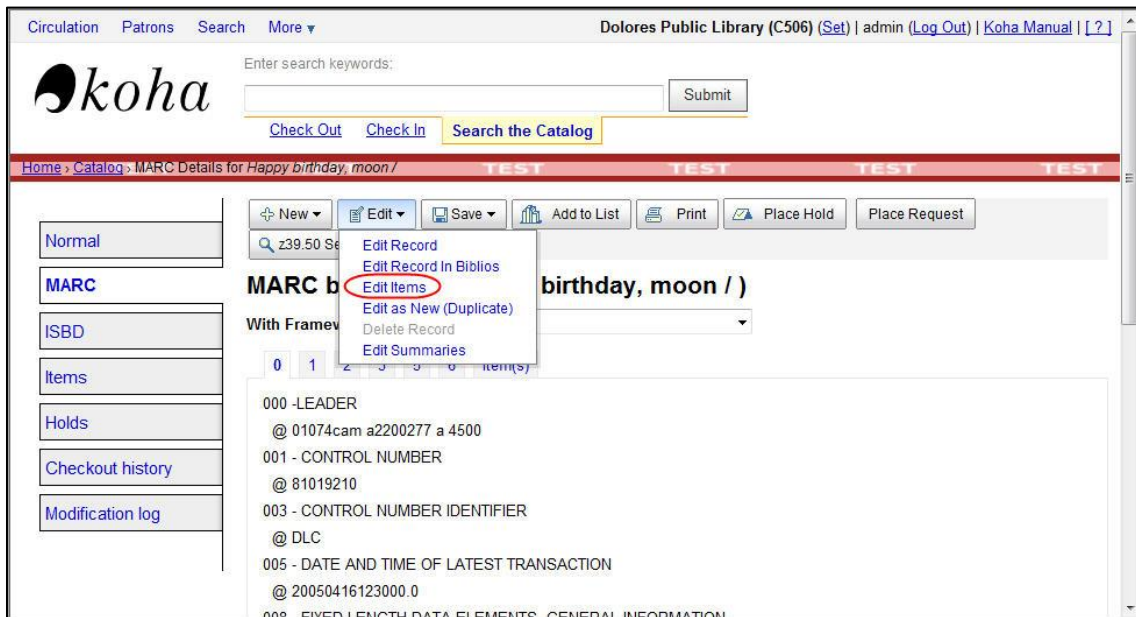
The screenshot shows the MARC details page for 'Happy birthday, moon /'. The page title is 'MARC biblio : 14 ( Happy birthday, moon / )'. The MARC tags are displayed as follows:

000 -LEADER  
@ 01074cam a2200277 a 4500  
001 - CONTROL NUMBER  
@ 81019210  
003 - CONTROL NUMBER IDENTIFIER  
@ DLC  
005 - DATE AND TIME OF LATEST TRANSACTION  
@ 20050416123000.0  
009 - FIXED LENGTH DATA ELEMENTS - GENERAL INFORMATION

Here is a list of the information you should check to make sure you have a match.

- ISBN/ISSN (MARC Tags 020/022)
- Title/Subtitle (MARC Tag 245)
- Publisher (MARC Tag 260)
- Author (MARC Tag 100/110)
- Edition (MARC Tag 250/260)
- Year (MARC Tag 260, subfield c)
- Material type (MARC Tag 300)

9. Once you have located the appropriate record for your item, click on the “Edit” button at the top of the record and select “Edit Items.”



10. The items already attached to the bibliographic record will display, along with a form for you to fill out to add your new item. Asterisks (\*) indicate the fields you are required to complete. See #4 above for more information.
11. Once you have filled in all of the information for the new item, click on the “Add Item” button at the bottom of the screen.
12. You can print a spine label for the new item through the “Tools → Label and Patron Card Creator” menu.