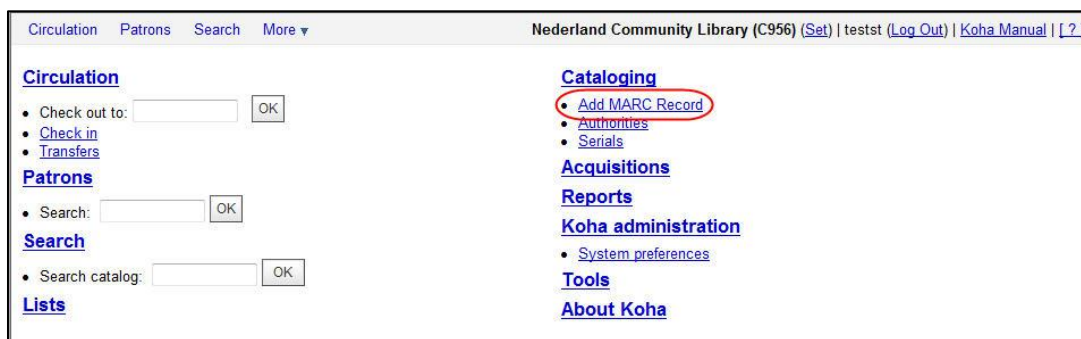


AspenCat – Adding a Bibliographic Record (using Z39.50)

There are a variety of ways that you can add bibliographic records to Koha. This document will describe one method; however, whenever you see the  button you can search for records in other systems and bring them into the AspenCat database.

*****Always search the database for a matching bibliographic record before you add a new one to AspenCat.*****

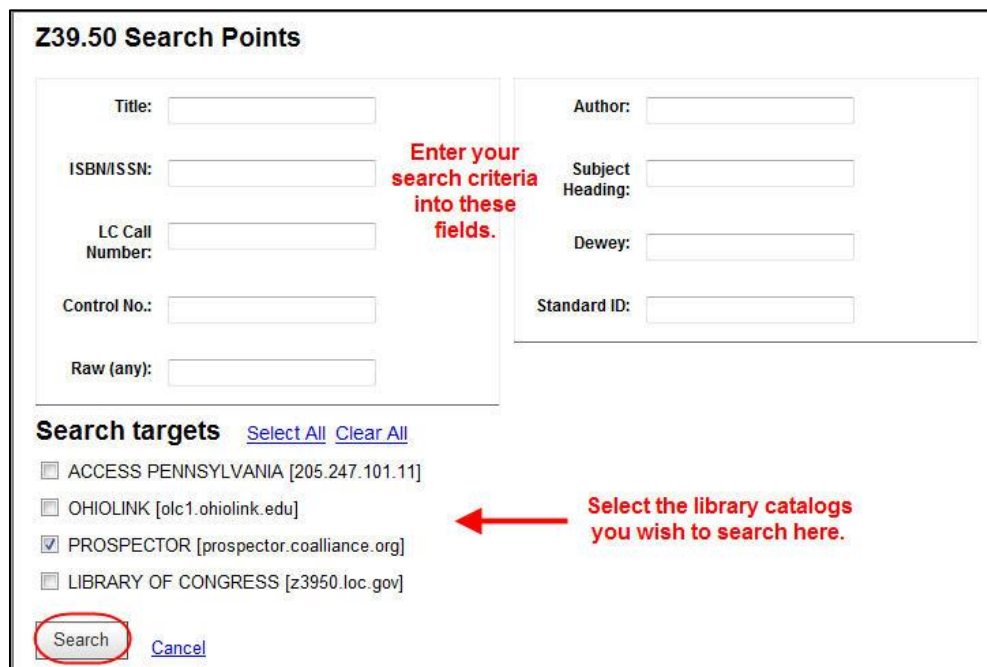
1. Login to the staff module.
2. Click on “Add MARC Record”.



3. Click on the “z39.50 Search” button at the top of the page.



4. A pop-up window will be displayed. Enter your search criteria into the fields at the top, select the catalog(s) you wish to search and then click the “Search” button.



- The results of the z39.50 search are displayed. The catalog where the record was found displays along with some brief bibliographic information. You can Preview the MARC record to determine if it is the correct bibliographic record for your item. When you have decided which record you wish to use, click on the “Import” link on the right side of the selected record.

Results								
Server	Title	Author	Date	Edition	ISBN	LCCN	Preview	
PROSPECTOR	El traje del muerto :	Hill, Joe.	2008		9788466321198 8466321195		MARC	Card Import
PROSPECTOR	From the muddy banks of the Wishkah		1996				MARC	Card Import
PROSPECTOR	Heart-shaped box	Hill, Joe.	2007		9781415937556 1415937559		MARC	Card Import
PROSPECTOR	Heart-shaped box	Hill, Joe.	2007		9780061235870		MARC	Card Import

- Koha will fill in all of the MARC fields with the data retrieved from the selected record. You can now add new fields and edit existing fields. When you are done editing, click the “Save” button at the top of the record.

Add MARC Record

Change framework: Default

0
1
2
3
4
5
6
7
8
9
← Use these tabs to view the different tags in the MARC record.

000 - LEADER
 01416cim a2200409 a 4500

001 - CONTROL NUMBER -
 76968282

003 - CONTROL NUMBER IDENTIFIER
 OCoLC

005 - DATE AND TIME OF LATEST TRANSACTION
 20070322093657.0

006 - FIXED-LENGTH DATA ELEMENTS--ADDITIONAL MATERIAL CHARACTERISTICS--GENERAL INFORMATION + -

007 - PHYSICAL DESCRIPTION FIXED FIELD--GENERAL INFORMATION + -
 sd fungnumuuu

008 - FIXED-LENGTH DATA ELEMENTS--GENERAL INFORMATION
 061214s2007 mdunnnn f n eng d

010 - LIBRARY OF CONGRESS CONTROL NUMBER -

015 - NATIONAL BIBLIOGRAPHY NUMBER + -

016 - NATIONAL BIBLIOGRAPHIC AGENCY CONTROL NUMBER + -

You can now add new fields or edit any field.

- Once the bibliographic record is saved, a screen will display for adding an item to the record. Asterisks (*) indicate required fields. Fill in as much information as possible and click the “Add Item” button at the bottom of the screen.

Add Item

0 - Withdrawn status

1 - Lost status

2 - Source of classification or shelving scheme * **Dewey Decimal will be automatically selected.**

3 - Materials specified (bound volume or other part)

4 - Damaged status

5 - Use restrictions

7 - Not for loan

a - Permanent location * **Select your library and the appropriate Shelving Location**

b - Current location *

c - Shelving location *

d - Date acquired * **Click in this field and today's date will be automatically entered.**

e - Source of acquisition

f - Coded location qualifier

g - Cost, normal purchase price

h - Serial Enumeration / chronology

j - Shelving control number

k - Cataloging Status **Call number will be selected from the bib record, but you can change it here for this item.**

o - Full call number *

p - Barcode * **Scan or type the barcode.**

t - Copy number

u - Uniform Resource Identifier

v - Cost, replacement price * **Enter a replacement cost for this item. \$25 is default.**

w - Price effective from

x - Non-public note

y - Koha item type * **Select the appropriate item type. This will determine the circulation rules for this item.**

z - Public note

8. The new bibliographic record is now in AspenCat and the item is ready to complete processing for the shelf.
9. You can print a spine label for the item through the Tools → Label and Patron Card Creator menu option.