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.

Add Item

p - Barcode * — Scan or type the barcode for the item

0 - Withdrawn status

1 - Lost status — Note: Modifying this value does not affect patron lost item
editor to ensure lost and overdue charges are assessed.

2 - Source of classification or shelving scheme * — Dewey Decimal Classification — Dewey Decimal is the default scheme.

3 - Materials specified (bound volume or other part)

4 - Damaged status

5 - Use restrictions

7 - Not for loan

8 - Collection code — DOLORES CO. - DOVE CREEK CHILDEN'S LIBRARY — If a collection code that doesn't match your item/library is in this field, change to nothing.

K - Cataloging Status

a - Permanent location * — Dolores County School-Public Library (C594.dc)

b - Current location * — Dolores County School-Public Library (C594.dc) — Select your library and shelving location.

c - Shelving location * — FICTION

d - Date acquired — 2015-03-13 — Click in the "date acquired" field to automatically populate with today's date

e - Source of acquisition

f - Coded location qualifier

g - Cost, normal purchase price

h - Serial Enumeration / chronology

i - Supressed

j - Shelving control number

k - Other item status

o - Full call number * — FIC ASI — Call number from the bib is the default. You can edit for you library

t - Copy number

u - Uniform Resource Identifier

v - Cost, replacement price * — Enter the replacement price

w - Price effective from — 2014-06-12

x - Non-public note

y - Koha item type * — Book — Select the appropriate item type. This determines how the item circulates.

z - Public note

[Add Item] [Add & Duplicate] [Add Multiple Copies] — 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

[Set Default Values for Session] [Set Default Values for Session and Save]

5. Once you have filled in the item information, click on the "Add Item" button at the bottom of the page.

6. 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.

7. 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.

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

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."
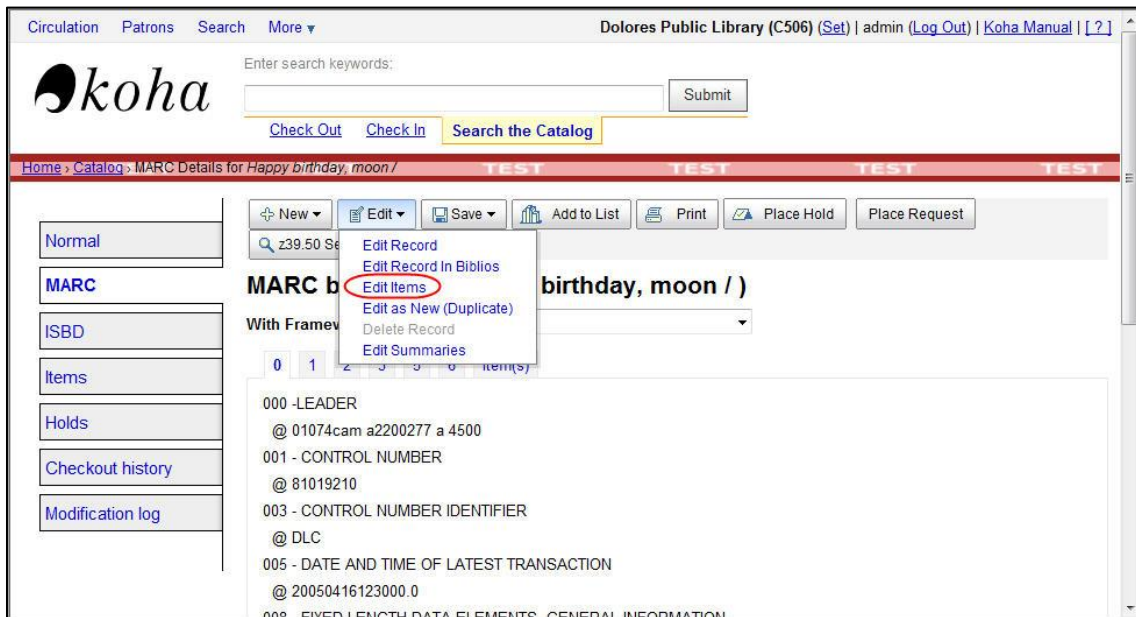
10. The items already attached to the bibliographic record will display, along with a form for you to fill out to add your new item. Asterisks (*) indicate the fields you are required to complete. See #4 above for more information.
11. Once you have filled in all of the information for the new item, 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.