☘ASPENCAT

Edit as new and close match

When adding a new item, sometimes there is not an exact match (searching both the AspenCat database and doing a Z39.50 search). Rather than making an original record, it is easier to start with a close match.

A close match will match on format (that is, if cataloging a DVD, start with a bib record for DVD). Ideally you will have other match points (such as title, author, subject headings).
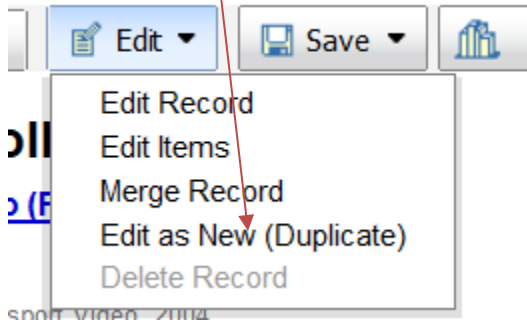
If you find a close match in AspenCat

Example: Looking for "The Red Skelton Collection"; 2 DVD, 2005; contents: "Red Skelton's Funny Faces II - Skelton is joined by world-renowned mime artist Marcel Marceau in recreating some of Red's funniest routines and exciting new skits. Red Skelton's Funny Faces III - Packed with laughter and memorable characters, this special features Red in more hilarious sketches and pantomime. Red Skelton's Freddy The Freeloader's Christmas Dinner - A touching, music-filled holiday tale featuring Vincent Price and Imogene Coca with plenty of laughs for the whole family. Red Skelton's Royal Command Performance - America's wackiest court jester gets silly with Britain's royal family at London's Royal Albert Hall."
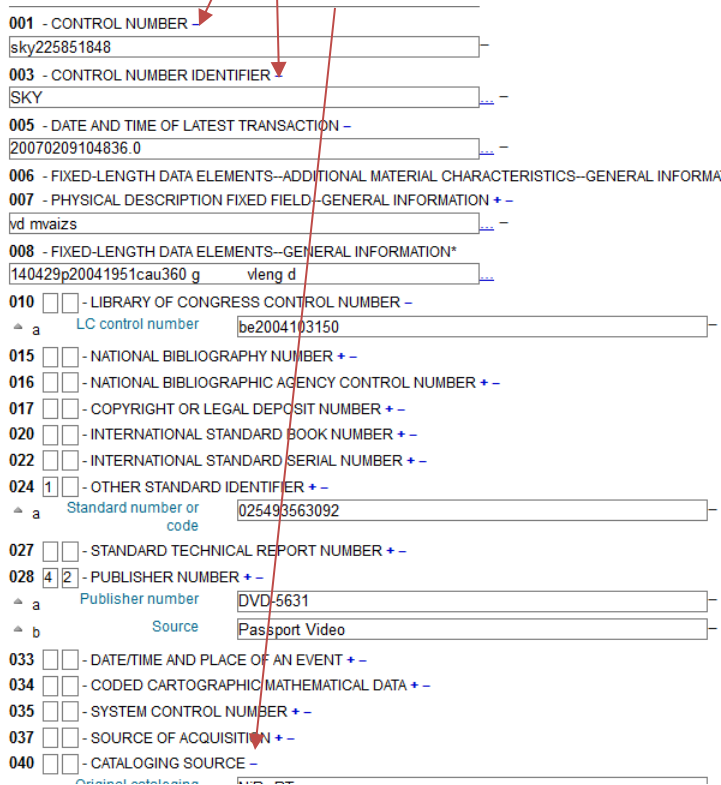
1. Locate a close match in AspenCat
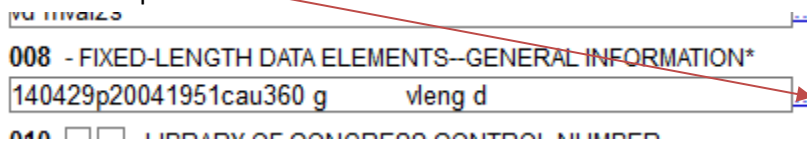2. Click on the down Arrow on the Edit button

3. Select Edit as New (Duplicate)

4. Remove tagfields 001, 003, 040 (just click on the minus sign by tag field description

5. Click on the ellipses for 008

6. Review data, change as needed (possibly the date fields)

008 Fixed-length data elements--General information

1-5 Date entered on file (auto-filled)	170316
06- Type of date / Publication Status	p- Distribution/production date
7-10 Date1 / Begininning date of publication	2004
11-14 Date2 / ending date of publication	1951
15-17 Place of publication, production, or execution See MARC Code List for Countries	cau
18-21 Illustrations	(auto-filled from 300)
22- Target Audience	g- General
23- Form of an item	#- None of the following
24-27 Nature of contents	(Derived value)
28- Government Publication	#- Not a government publication
29- Conference publication	0- Not a conference publication
30- Festschrift	0- Not a festschrift
31- Index	I- Default
32 Undefined	
33- Literary form	0- Not fiction
34- Biography	#- No biographical material
35-37 Language See MARC Code List for Languages	eng
38- Modified Record	#- Not modified
39- Cataloging source	d- Other

OK   Cancel

7. Click OK to save changes
8. Continue reviewing fields on the "0" tab, deleting or changing data as needed. Look especially at the 010,020, 022, 024, 028 fields. As these are unique identifiers you will either need to delete or change the data.
9. Review tag fields by tab numbers; change data as needed.
10. Pay special attention to 300 Physical Description; adjust as needed
11. When you are done "Save the record".
12. System will suspect duplicate record. Click on Save as New Record

Add MARC Record

Duplicate Record suspected
Is this a duplicate of The Red Skelton Collection?

   🖉 Yes: Edit existing items   💾 No: Save as New Record

💾 Save   🔍 z39.50 Search   Change framework: Default

| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

000 - LEADER*
01774pgm a2200397 a 4500   ...
001 - CONTROL NUMBER

13. Add your item.

14. Click on "Labeled MARC"

	Owning Library	Shelving location	Koha item type	Full call number	Barcode	Withdrawn status	Dam sta
Edit Delete	CLiC Library (C000)	TO BE DETERMINED	DVD	791.45/72	37777000abcdef		

Add Item

p - **Barcode** *

0 - **Withdrawn status**

1 - **Lost status**

15. Review data – see if anything needs changed.

If you cannot find a close match in AspenCat, but find one through Z39.50 search.

Import the record and then go through the same steps as above.