

qt1

Add a Title with MARC Search

First, in Preferences, in the Standard z39.50 Address Book, make sure you have the Address Books you want to use set to Available, or create your own Address Book.

v7 First, in Preferences, z39.50, create your own z39.50 Set of addresses to use for searching, or you can use the COMPanion Default Set.

Open the Items module from Circulation by clicking on the current item or No Current Item. Click the plus icon on the bottom left to add a new item.

Enter the title, or for more accuracy the ISBN. Limit the search to 'books only', select your set, then press <enter>. It will go straight to the MARC Search.

In the Results window, you can see the Title, Medium, and Location where each record was found, and you can sort by any of these.

Click on a record, and details appear below. You will see what information will be placed in which tags.

Find the record with the publication information that matches your book, or find one with a lot of good information, and click on Continue.

Enter the Call Number, set the Policy, make any other required changes, then Save the record. Add your copies.

If you have previously created a new record manually, you can use the MARC search to fill in more information.

Click on the actions menu and choose MARC search to perform a MARC search based on the information you have here.

*v7 Click on the actions menu and choose **Title Assistant** to perform a MARC search based on the information you have here.*

Note that the information from the selected MARC record will replace the information you previously had in those fields.