

Adding Magazine Holdings

For regular magazines: Zoobooks, Appleseeds, Cat Fancy, Dirt Bike etc.
 The general cataloging “rule” is: **1 Bibliographic Record** with **Multiple Holdings**

WHEN YOU GET A NEW ISSUE IN FOR THESE:

1. Open **CATALOGING**
2. Do a Bibliographic Search on the **TITLE** (*ex. Zoobooks*)
3. Click Magazine’s Bib Record to bring up its holdings
4. Dbl Click on **1** of the holding records to open it.

	Coll 852/a	Prefix 852/	Call# 852/h	Item 852/i	Vol 852/	Title 245/a
1	<input type="checkbox"/> WGSB		599.63	WEX		The camel family /
2	<input type="checkbox"/> WGSB		599.74	Bie		Polar bears /
3	<input type="checkbox"/> WGSB		599.65	BIEL		The deer family /
4	<input type="checkbox"/> WGSB		599.53	BRUST		Dolphins & porpoises /
5	<input type="checkbox"/> WGSB	Magazine	Zoobooks	2007		Zoobooks by Wildlife Education
6	<input type="checkbox"/> WGSB	Magazine	March 2008			Zoobooks.
7	<input type="checkbox"/> WGSB	Magazine				Zoobooks.
8	<input type="checkbox"/> WGSB	MAGAZINE				Zoobooks.

	Location 852/l	852/p	Item Part 852/i	Volume 852/m	Created 008	Price 852/9	Group
1	<input type="checkbox"/> WGSB	MAG	DEC. 2007		0801290u x4	p2.00usd	00000
2	<input type="checkbox"/> WGSB	MAG	MAY 2007		0801290u x4	p2.00usd	00000
3	<input type="checkbox"/> WGSB	MAG	JAN. 2008		0801290u x4	p2.00usd	00000

Once you’re in the **HOLDING RECORD**:

1. Click the **DUPLICATE** radio button (upper right side)
2. Click the **SAVE** button
 (The record will “flash” briefly onscreen, how you will know you now have a new “duplicated” record is that you’ll see there is **No Barcode in the 852p** field)
3. Change the Date, etc.
4. **Scan in** new barcode
5. Click the **CLOSE** radio button (**above** where you clicked **DUPLICATE**)
6. Click **SAVE**

After Saving...

Close

Duplicate

New Bib

New Holding

Mark for Deletion

Generate Holdings

Quantity

BC Prefix Start

Prev Next

First Last

008		830504619839999caumr1m					
010		a \$n 83007729					
022	0	a 0737-9005					
032		a 721850					
		b USPS					
LDR		cxm u					
001		0000015429					
004		0000014398					
005		20090311115707.0					
008		0801290u x4 0 000					
852	0	a WGSB					
		h MAG					
		i DEC. 2007					
		k					
		p 28881000363					
		q p2.00usd					

You’ve now made a new holding for a new issue of a magazine!