Cataloging in MassCat

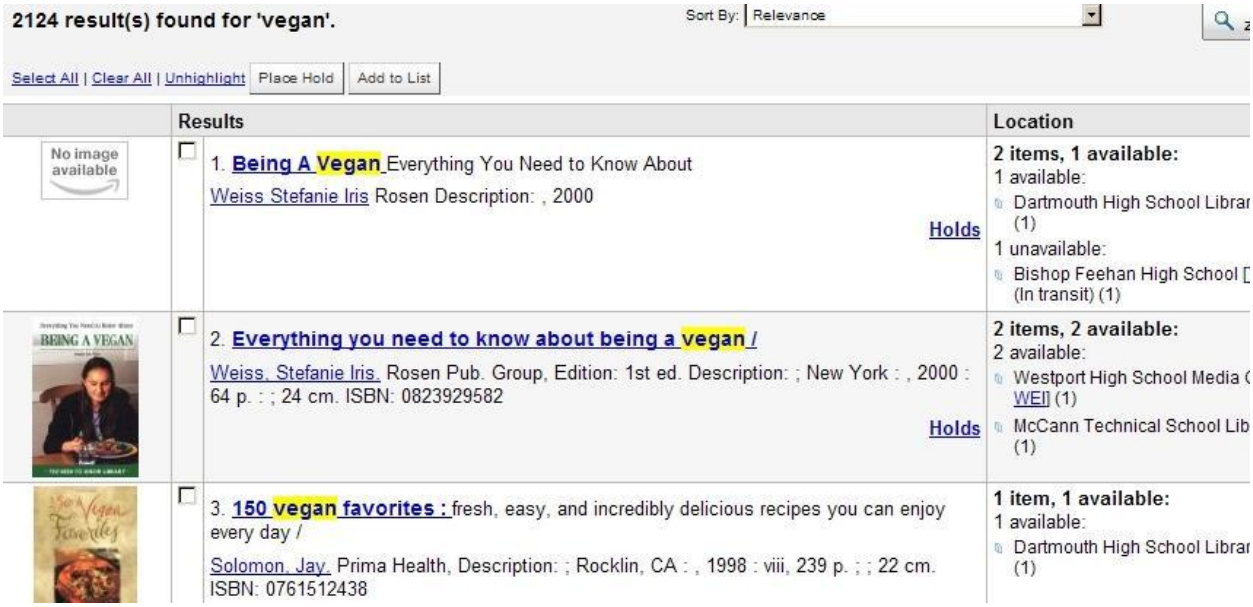
To catalog items using MassCat, do the following:

Login to MassCat using your username and password:

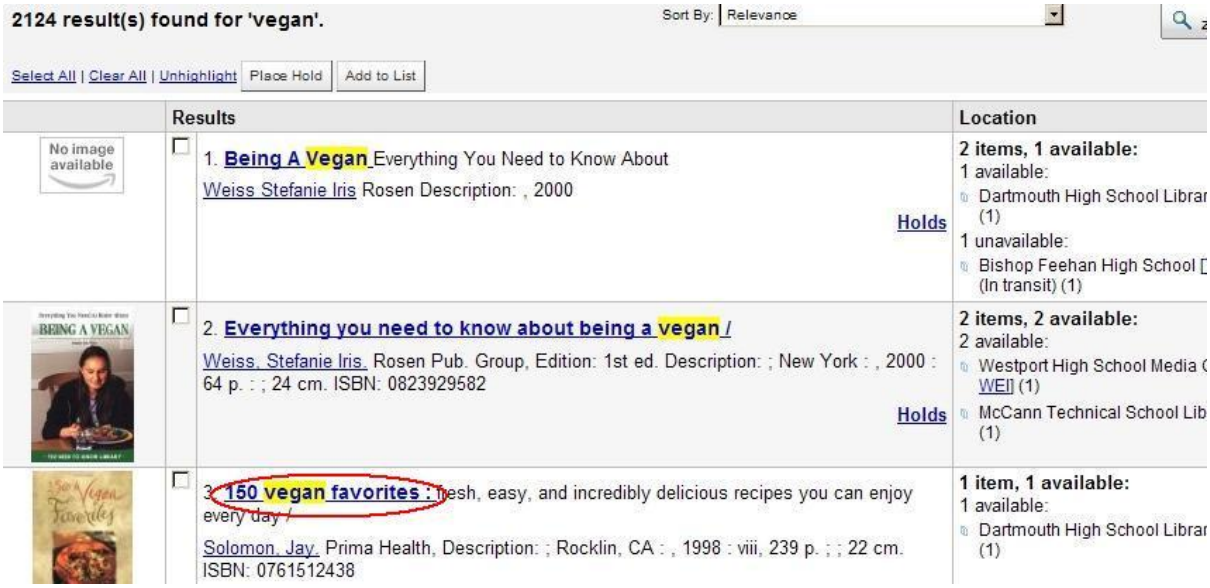
Click on "Search the Catalog" on the toolbar at the top center of the page. Enter the search term you want to use to search for your item. You can search with an ISBN, ISSN, title, author, etc.:

Click "Submit."

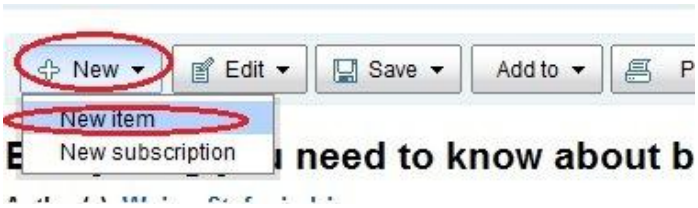
If possible matching records exist in the MassCat database, you will get a list of results:



Identify the record that matches the item you wish to catalog. Click on the title to add your item information to the record:



When you are viewing the individual record you wish to add item information to, click the "New" button and choose "New Item" from the list:



You will be taken to the **"Add Item" Screen**.

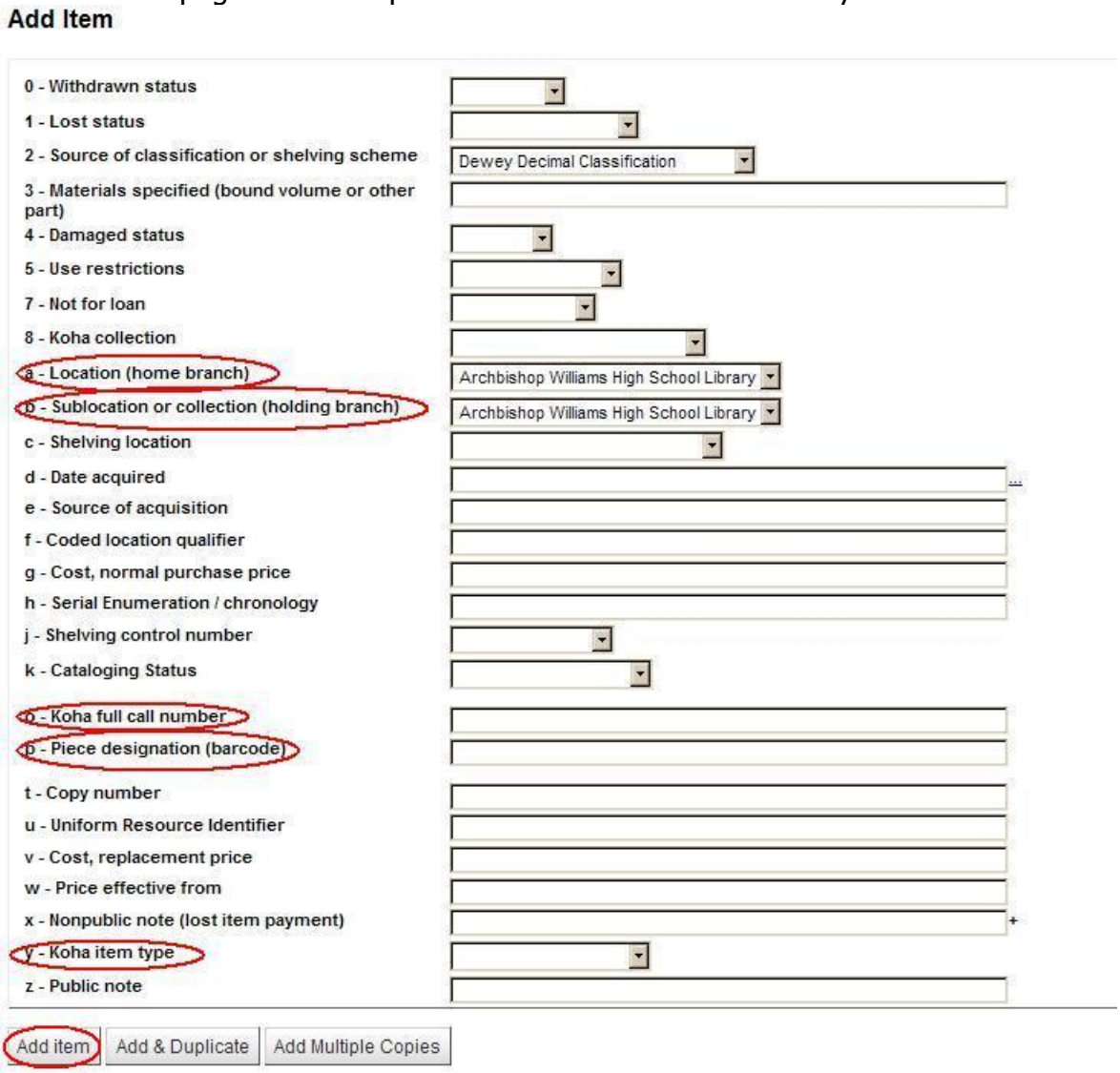
Fill in **all** the fields that pertain to your item. At a bare minimum, you MUST fill in the "Barcode, and "Koha Item Type" fields. The "Location" and "Sublocation" fields will already be filled in with your library location.

PLEASE NOTE: You can only use two of the Item Types from the List:

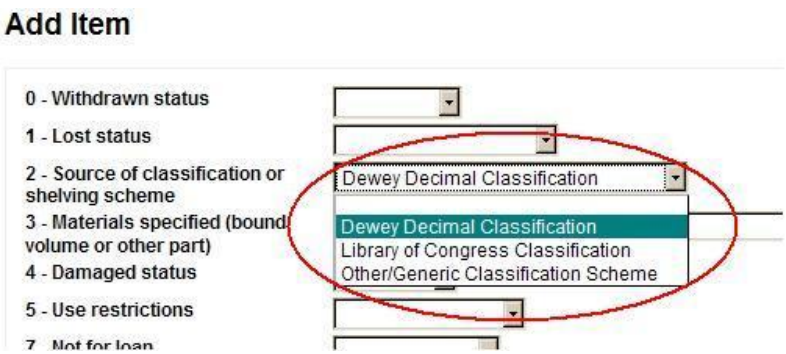
MassCat Loanable
MassCat Not Loanable

DO NOT USE ANY OTHER ITEM TYPES FROM THE LIST, THEY ARE NOT FOR USE BY YOUR LIBRARY!!!!!

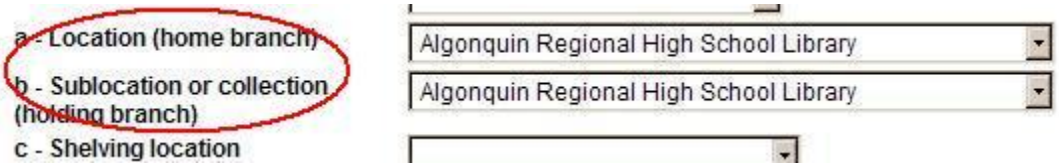
See the next pages for an explanation of the fields and boxes you should fill in.



Classification Scheme: Choose the classification scheme that best fits your collection. (If your classification Scheme is not listed, leave this box blank.):



Location and Sublocation: The system will automatically fill in the "Location" and "Sublocation" information for your library:

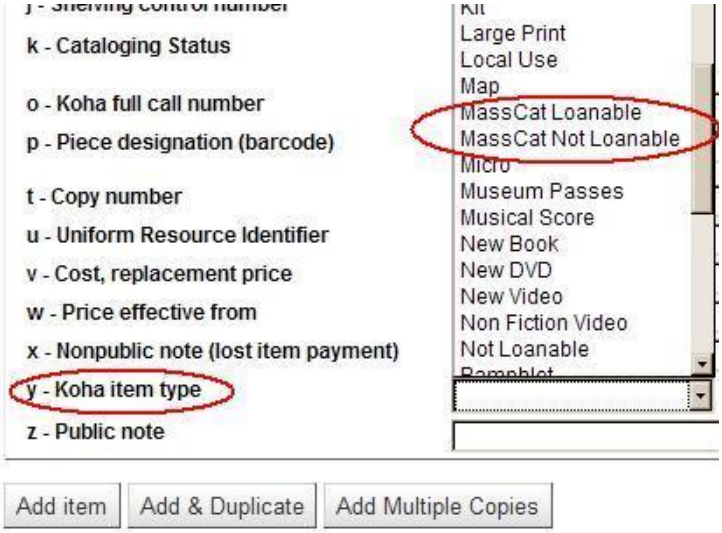


Barcode: <u>If your library does not use barcode numbers for your items</u>, leave this field blank. The system will automatically generate a barcode number when the item record is saved. If your library uses barcode numbers, enter the barcode number here. **Make the barcode number the LAST piece of information you enter on the screen.** Scanning the barcode data in will cause the item to be saved immediately, so be sure to enter all other data first and then scan the barcode to be added to the item.

Item Type: You can only use two of the Item Types from the List:

MassCat Loanable
MassCat Not Loanable

<u>DO NOT USE ANY OTHER ITEM TYPES FROM THE LIST, THEY ARE NOT FOR USE BY YOUR LIBRARY</u>!!!!!

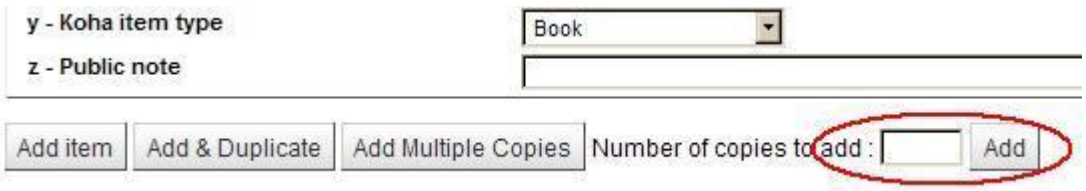


Once you have filled in all the fields of data that pertain to your item, click the "Add Item" button that the bottom of the screen. If scanning a barcode label, the scanner will automatically do this step.

Your item will be added and will appear at the top of the screen with the other items already attached to the record.

If you want to add two items with the same information, click the "Add & Duplicate" button instead of the "Add Item" button. This will add the item record with the information you just filled in and will pre-fill the "Add Item" boxes with the same information you just entered so you can add a second copy quickly. Simply enter the barcode for the second copy of the item and click the "Add Item" button to save it.

If you want to add several items with the same information, click the "Add Multiple Copies" button instead of the "Add Item" button. The screen will change and a box will appear next to the "Add Multiple Copies" button asking for the number of copies you wish to make:



Enter the number of extra items you wish to add and click the "Add" button. The system will add the first item record that you entered in the box and will create additional items according to the number you entered in the "Add" box. The system will automatically create barcode numbers for these additional items by increasing the last digit of the original barcode number you entered by one. **If these numbers do**

not match the barcode labels you have, you will need to edit each item record to change the barcode number to match your label.

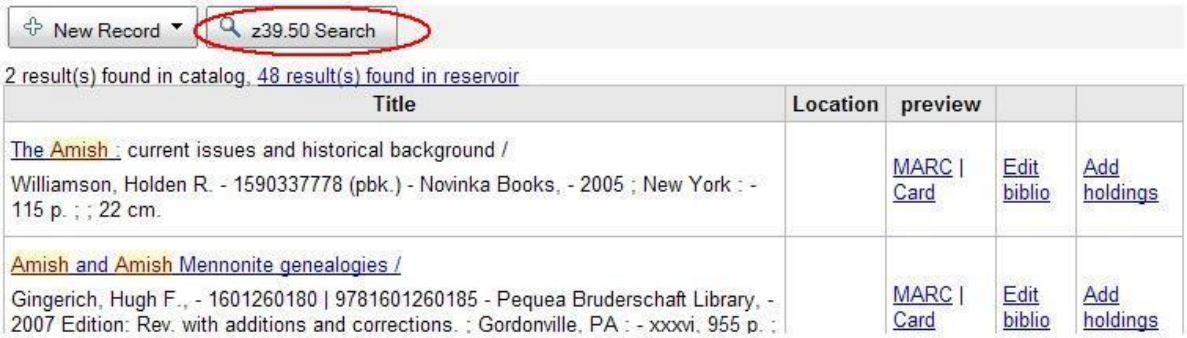
Move on to the next item to be cataloged or log out of the system.

Finding Records Not Available in the MassCat Database:

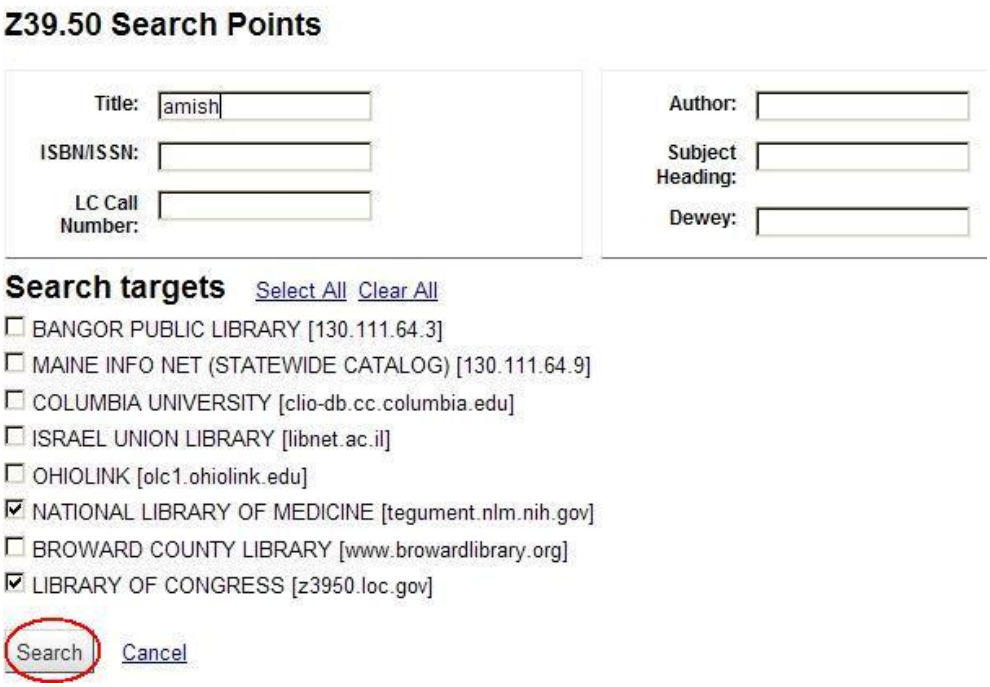
If your search does not yield any results or your search does not yield any records that match the item you need to catalog, you should do the following:

If you searched with an ISBN, you should try your search again using the title. If your title search still does not yield any results or yields results that do not match the item you are trying to catalog, you can look for a record at Library of Congress, National Library of Medicine and several other locations using the z39.50 search and import tool.

Click the "z39.50 Search" button:



A second window will open up to search other sites for MARC records. Your search term(s) will be carried over to the new window:



The sites for Library of Congress and National Library of Medicine are pre-selected. Place a checkmark next to the names of any other sites in the list that you would like to search. Unless a site is experiencing technical problems, searching more than one site at a time should not pose any problems. Click the "Search" button.

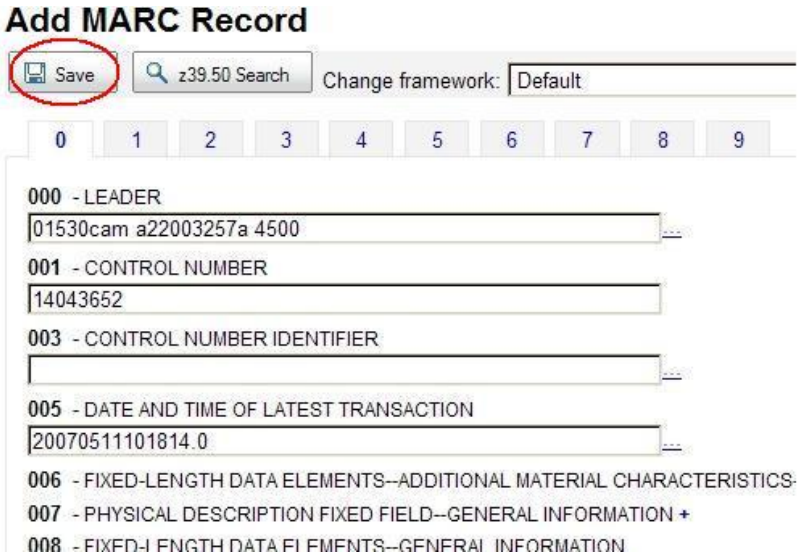
After a moment or two, the results for your search term will appear.

You can look at the record in greater detail by clicking on the links in the column called "Preview."
Once you have found a record that matches your item, click on the "Import" link:

Results

Server	Title	Author	ISBN	LCCN	Preview		
tegument.nlm.nih.gov	Aids to a vegan diet for children.	Mayo, Kathleen V.			MARC	Card	Import
tegument.nlm.nih.gov	Beiträge zur Vegan-Diätetik.				MARC	Card	Import
z3950.loc.gov	The complete idiot's guide to vegan cooking /	Bennett, Beverly Lynn.	9781592577705(alkpaper)	2008920992	MARC	Card	Import
z3950.loc.gov	The complete idiot's guide to vegan living /	Bennett, Beverly Lynn.	1592574173	2005930932	MARC	Card	Import
z3950.loc.gov	Cooking entrees with the Micheff sisters		0816321353	2005058655	MARC	Card	Import

The record will be imported into MassCat. Click the save button at the top left side of the record:



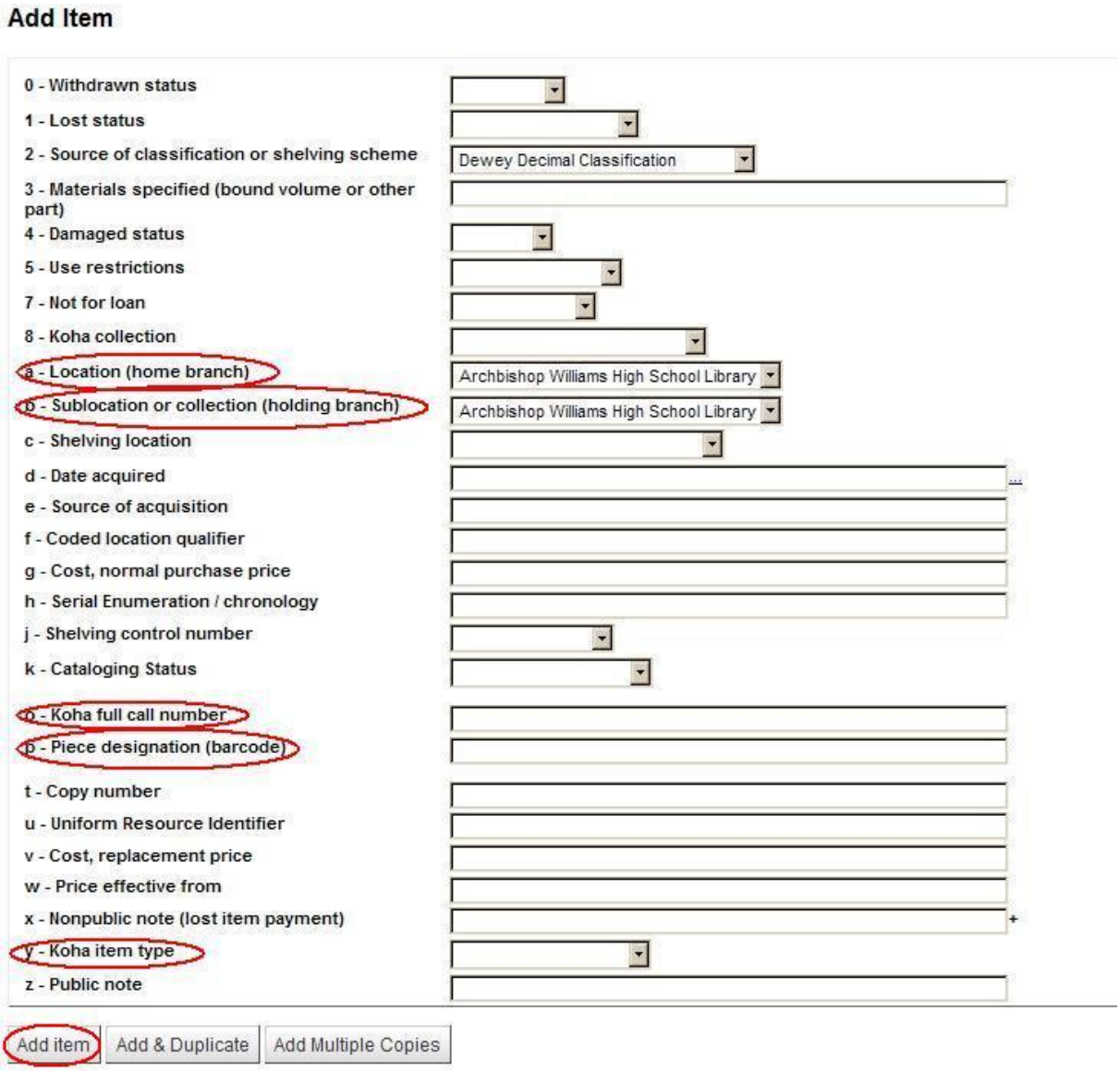
Once you have clicked the "Save" button, you will be taken to the "Add Item" screen. You will follow the same process as you would when adding holdings to a record already in the MassCat database.

Fill in **all** the fields that pertain to your item. At a bare minimum, you MUST fill in the "Barcode, and "Koha Item Type" fields. The "Location" and "Sublocation" fields will already be filled in with your library location.
PLEASE NOTE: You can only use two of the Item Types from the List:

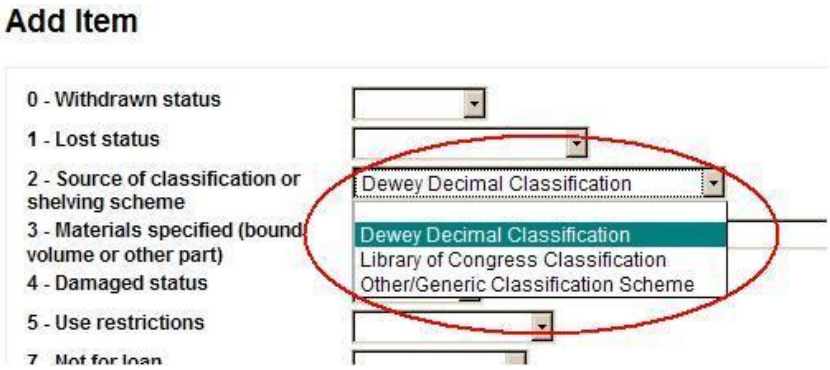
MassCat Loanable
MassCat Not Loanable

DO NOT USE ANY OTHER ITEM TYPES FROM THE LIST, THEY ARE NOT FOR USE BY YOUR LIBRARY!!!!!

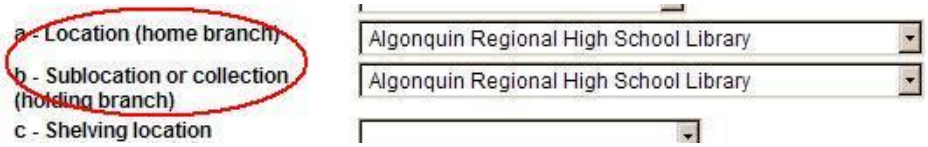
See below for an explanation of the fields and boxes you should fill in.



Classification Scheme: Choose the classification scheme that best fits your collection. (If your classification Scheme is not listed, leave this box blank.):



Location and Sublocation: The system will automatically fill in the "Location" and "Sublocation" information for your library:

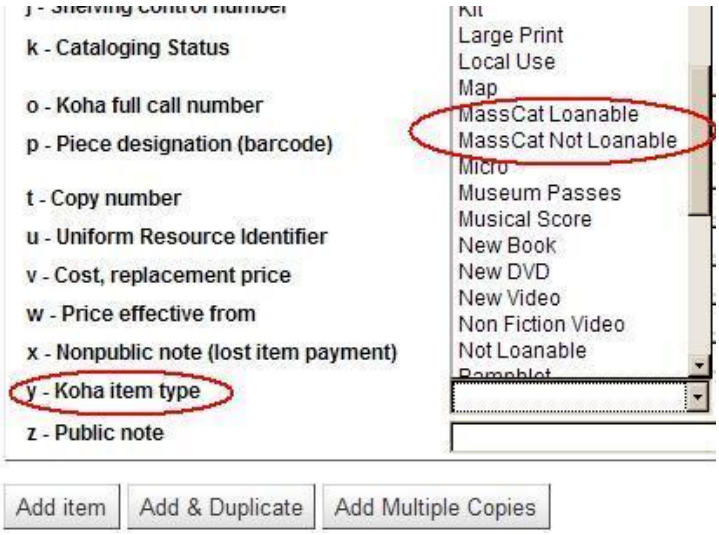


Barcode: If your library does not use barcode numbers for your items, leave this field blank. The system will automatically generate a barcode number when the item record is saved. If your library uses barcode numbers, enter the barcode number here. **Make the barcode number the LAST piece of information you enter on the screen.** Scanning the barcode data in will cause the item to be saved immediately, so be sure to enter all other data first and then scan the barcode to be added to the item.

Item Type: You can only use two of the Item Types from the List:

MassCat Loanable
MassCat Not Loanable

DO NOT USE ANY OTHER ITEM TYPES FROM THE LIST, THEY ARE NOT FOR USE BY YOUR LIBRARY!!!!!

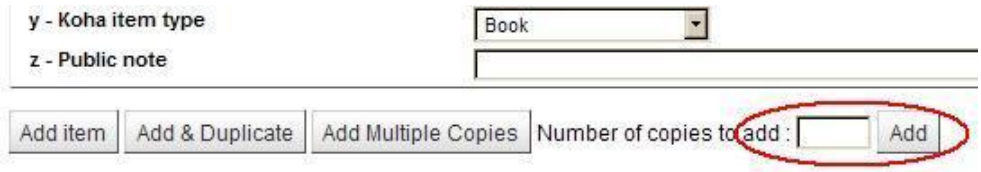


Once you have filled in all the fields of data that pertain to your item, click the "Add Item" button that the bottom of the screen. If scanning a barcode label, the scanner will automatically do this step.

Your item will be added and will appear at the top of the screen with the other items already attached to the record.

If you want to add two items with the same information, click the "Add & Duplicate" button instead of the "Add Item" button. This will add the item record with the information you just filled in and will pre-fill the "Add Item" boxes with the same information you just entered so you can add a second copy quickly. Simply enter the barcode for the second copy of the item and click the "Add Item" button to save it.

If you want to add several items with the same information, click the "Add Multiple Copies" button instead of the "Add Item" button. The screen will change and a box will appear next to the "Add Multiple Copies" button asking for the number of copies you wish to make:

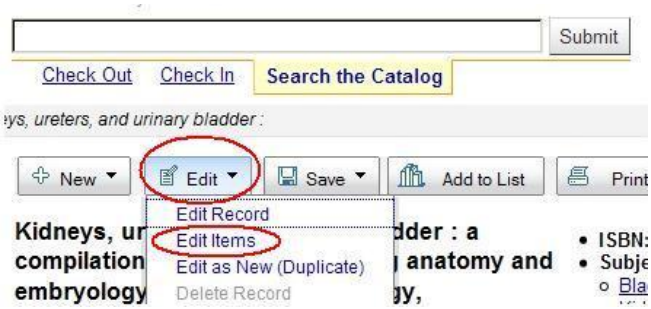


Enter the number of extra items you wish to add and click the "Add" button. The system will add the first item record that you entered in the box and will create additional items according to the number you entered in the "Add" box. The system will automatically create barcode numbers for these additional items by increasing the last digit of the original barcode number you entered by one. **If these numbers do not match the barcode labels you have, you will need to edit each item record to change the barcode number to match your label.**

Move on to the next item to be cataloged or log out of the system.

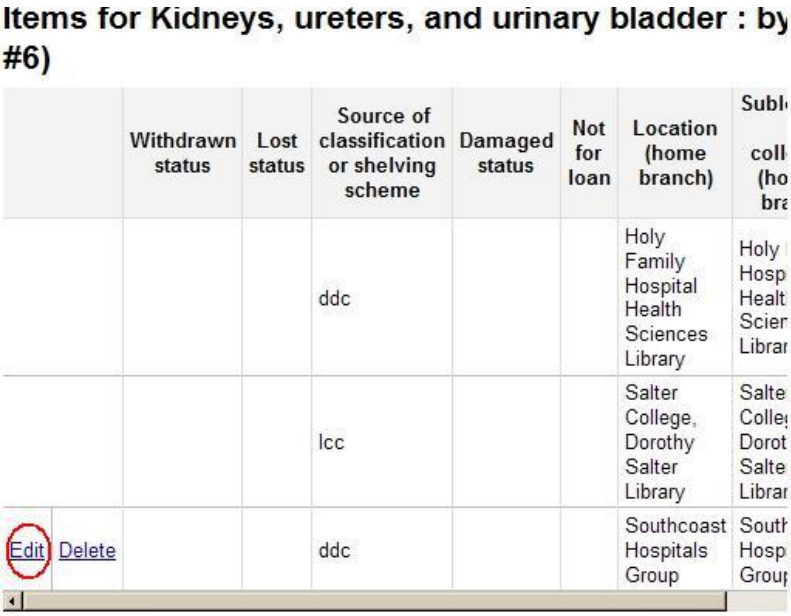
Editing Items Already in the Catalog:
If you need to change holdings information for an item that is already in the MassCat catalog, do the following.

Search for the item record that you need to alter. When you have found and displayed the individual record, click on the "Edit" button in the menu at the top of the record, then click on the "Edit Items" link:



Click the "Edit Items" link next to the barcode number you wish to edit.

You will be taken to the "Items" screen. All the items for all the libraries that own the same title will be listed at the top of the screen. Your item will have an "Edit" and "Delete" link next to it. Find your item and click the "Edit" link:



Make the changes you need to make and then click the "Save" button at the bottom of the screen.

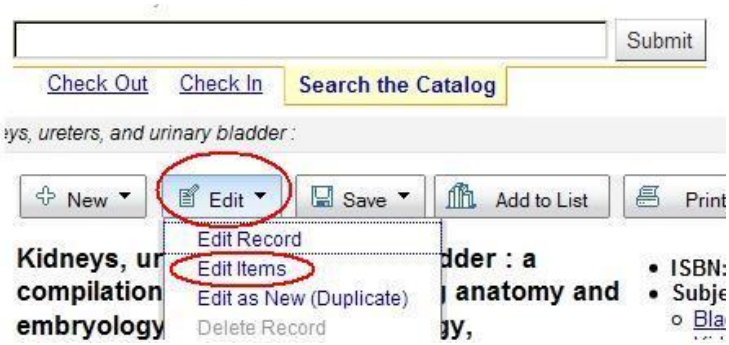
Your item will be saved and will appear at the top of the screen with the other items already attached to the record.

Move on to the next item to be edited or log out of the system.

Deleting Items from the Catalog:

If you need to delete an item from the catalog, search for the item record that you need to delete.

When you have found and displayed the individual record, click on the "Edit" button in the menu at the top of the record, then click on the "Edit Items" link:



You will be taken to the "Items" screen. All the items for all the libraries that own the same title will be listed at the top of the screen. Your item will have an "Edit" and "Delete" link next to it. Find your item and click the "Delete" link:

You will get a warning message asking you f you are sure you want to delete the item. Click "OK" if you are sure. Click "Cancel" if you do not want to delete the item:

Move on to the next item to be deleted or log out of the system.

If you cannot Find a Record for your Item Anywhere:

Go to http://www.masscat.org/cataloging/catcenter.htm

Click on the "Requesting Bibliographic Records from the Cataloging Center" link.

Find the link to the form that matches the type of material you need a record for (book, DVD, serial etc.). Fill out the form and click the "submit" button.

MassCat's Cataloging Center has access to resources such as OCLC and other MARC record resources that we can consult to find a bibliographic record for your item.