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:

2124 result(s) found for 'vegan'.   Sort By: Relevance

Select All | Clear All | Unhighlight   Place Hold   Add to List

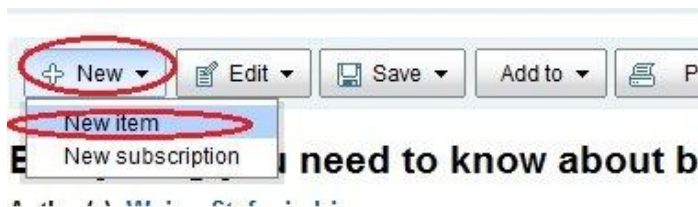|	Results	Location

No image available	1. **Being A Vegan** Everything You Need to Know About
	Weiss Stefanie Iris Rosen Description: , 2000 Holds
		2 items, 1 available:
		1 available:
		  Dartmouth High School Librar (1)
		1 unavailable:
		  Bishop Feehan High School [(In transit) (1)

BEING A VEGAN	2. **Everything you need to know about being a vegan /**
	Weiss, Stefanie Iris. Rosen Pub. Group, Edition: 1st ed. Description: ; New York : , 2000 : 64 p. : ; 24 cm. ISBN: 0823929582 Holds
		2 items, 2 available:
		2 available:
		  Westport High School Media (WEI] (1)
		  McCann Technical School Lib (1)

Vegan Favorites	3. **150 vegan favorites :** fresh, easy, and incredibly delicious recipes you can enjoy every day / Solomon, Jay. Prima Health, Description: ; Rocklin, CA : , 1998 : viii, 239 p. ; ; 22 cm. ISBN: 0761512438	1 item, 1 available: 1 available: Dartmouth High School Librar (1)

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

2124 result(s) found for 'vegan'.   Sort By: Relevance

Select All | Clear All | Unhighlight   Place Hold   Add to List

	Results	Location

No image available	1. **Being A Vegan** Everything You Need to Know About
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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:

⊕ New ▾ | 📝 Edit ▾ | 💾 Save ▾ | Add to ▾ | 🖨 P

New item
New subscription need to know about b

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.

Add Item

Field	Value
0 - Withdrawn status	
1 - Lost status	
2 - Source of classification or shelving scheme	Dewey Decimal Classification
3 - Materials specified (bound volume or other part)	
4 - Damaged status	
5 - Use restrictions	
7 - Not for loan	
8 - Koha collection	
a - Location (home branch)	Archbishop Williams High School Library
b - Sublocation or collection (holding branch)	Archbishop Williams High School Library
c - Shelving location	
d - Date acquired	
e - Source of acquisition	
f - Coded location qualifier	
g - Cost, normal purchase price	
h - Serial Enumeration / chronology	
j - Shelving control number	
k - Cataloging Status	
o - Koha full call number	
p - Piece designation (barcode)	
t - Copy number	
u - Uniform Resource Identifier	
v - Cost, replacement price	
w - Price effective from	
x - Nonpublic note (lost item payment)	
y - Koha item type	
z - Public note	

Add item   Add & Duplicate   Add Multiple Copies

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

Add Item

0 - Withdrawn status	
1 - Lost status	
2 - Source of classification or shelving scheme	Dewey Decimal Classification
	Dewey Decimal Classification
	Library of Congress Classification
	Other/Generic Classification Scheme
3 - Materials specified (bound volume or other part)	
4 - Damaged status	
5 - Use restrictions	
7 - Not for loan	

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

a - Location (home branch)	Algonquin Regional High School Library
b - Sublocation or collection (holding branch)	Algonquin Regional High School Library
c - Shelving location	

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.

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:

Title	Location	preview		
The Amish : current issues and historical background / Williamson, Holden R. - 1590337778 (pbk.) - Novinka Books, - 2005 ; New York : - 115 p. ; ; 22 cm.		MARC | Card	Edit biblio	Add holdings
Amish and Amish Mennonite genealogies / Gingerich, Hugh F., - 1601260180 | 9781601260185 - Pequea Bruderschaft Library, - 2007 Edition: Rev. with additions and corrections. ; Gordonville, PA : - xxxvi, 955 p. ;		MARC | Card	Edit biblio	Add holdings

2 result(s) found in catalog, 48 result(s) found in reservoir

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:

Z39.50 Search Points

Title:	amish		Author:	
ISBN/ISSN:			Subject Heading:	
LC Call Number:			Dewey:	

Search targets   Select All   Clear All

☐ BANGOR PUBLIC LIBRARY [130.111.64.3]
☐ MAINE INFO NET (STATEWIDE CATALOG) [130.111.64.9]
☐ COLUMBIA UNIVERSITY [clio-db.cc.columbia.edu]
☐ ISRAEL UNION LIBRARY [libnet.ac.il]
☐ OHIOLINK [olc1.ohiolink.edu]
☑ NATIONAL LIBRARY OF MEDICINE [tegument.nlm.nih.gov]
☐ BROWARD COUNTY LIBRARY [www.browardlibrary.org]
☑ LIBRARY OF CONGRESS [z3950.loc.gov]

(Search)   Cancel

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."
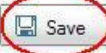
Once you have found a record that matches your item, click on the "Import" link:

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:

Add MARC Record

Save   z39.50 Search   Change framework: Default

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

000 - LEADER
01530cam a22003257a 4500

001 - CONTROL NUMBER
14043652

003 - CONTROL NUMBER IDENTIFIER

005 - DATE AND TIME OF LATEST TRANSACTION
20070511101814.0

006 - FIXED-LENGTH DATA ELEMENTS--ADDITIONAL MATERIAL CHARACTERISTICS

007 - PHYSICAL DESCRIPTION FIXED FIELD--GENERAL INFORMATION +

008 - FIXED-LENGTH DATA ELEMENTS--GENERAL INFORMATION

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.

Add Item

0 - Withdrawn status	[dropdown]
1 - Lost status	[dropdown]
2 - Source of classification or shelving scheme	Dewey Decimal Classification [dropdown]
3 - Materials specified (bound volume or other part)	[text field]
4 - Damaged status	[dropdown]
5 - Use restrictions	[dropdown]
7 - Not for loan	[dropdown]
8 - Koha collection	[dropdown]
a - Location (home branch)	Archbishop Williams High School Library [dropdown]
b - Sublocation or collection (holding branch)	Archbishop Williams High School Library [dropdown]
c - Shelving location	[dropdown]
d - Date acquired	[text field]
e - Source of acquisition	[text field]
f - Coded location qualifier	[text field]
g - Cost, normal purchase price	[text field]
h - Serial Enumeration / chronology	[text field]
j - Shelving control number	[dropdown]
k - Cataloging Status	[dropdown]
o - Koha full call number	[text field]
p - Piece designation (barcode)	[text field]
t - Copy number	[text field]
u - Uniform Resource Identifier	[text field]
v - Cost, replacement price	[text field]
w - Price effective from	[text field]
x - Nonpublic note (lost item payment)	[text field] +
y - Koha item type	[dropdown]
z - Public note	[text field]

[Add item] [Add & Duplicate] [Add Multiple Copies]

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

Add Item

0 - Withdrawn status	[dropdown]
1 - Lost status	[dropdown]
2 - Source of classification or shelving scheme	Dewey Decimal Classification [dropdown]
3 - Materials specified (bound volume or other part)	**Dewey Decimal Classification** / Library of Congress Classification / Other/Generic Classification Scheme
4 - Damaged status	
5 - Use restrictions	[dropdown]
7 - Not for loan	

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:

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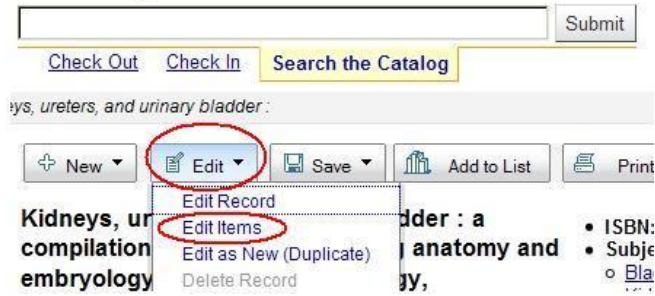

Enter the number of extra items you wish to add and click the "Add" button. The system will add the first item record that you entered in the box and will create additional items according to the number you entered in the "Add" box. The system will automatically create barcode numbers for these additional 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.