
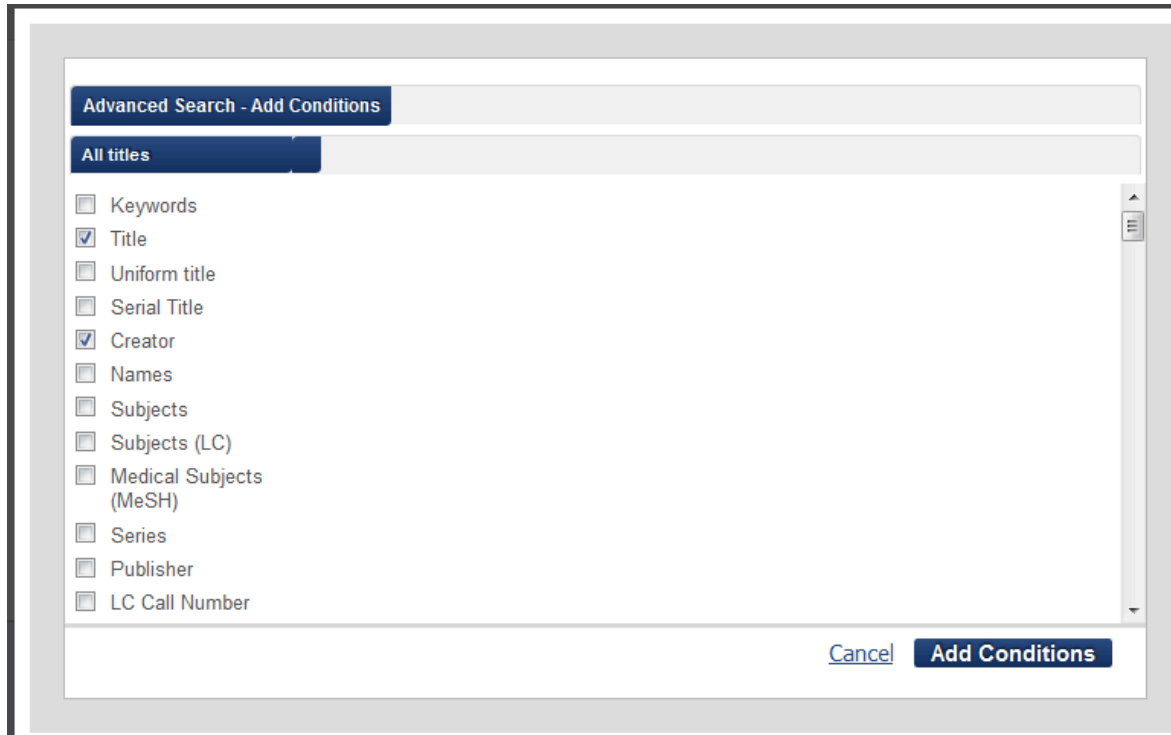


Cataloging From Acquisitions Order

1. From a Repository Search results list. ACQORDER is in the location page

9  [Sarabande et allegro : pour clarinette et piano / Gabriel Grovlez : \[transcription pour clarinette par Ulysse Delécluse\].](#)
Music {Notated music - Physical} notated music; unmediated; volume By Grovlez, Gabriel, (Paris : Alphonse Leduc, 1953)
Subject: Sarabands--Scores and parts. Clarinet and piano music, Arranged--Scores and parts. Clarinet and piano music, Arranged--Scores and parts and others **Language:** No linguistic content **Record number:** (OCoLC)ocm23103740
Availability: [Physical version](#) at **Odum:** ACQORDER
[Edit](#) | [Request](#) | [Document Delivery](#) | [Holdings](#) | [Add to collection](#) | [Linked Data](#) | [More info](#)

2. Advanced search using Creator and Title as the search criteria



Advanced Search - Add Conditions

All titles

- ☐ Keywords
- ☒ Title
- ☐ Uniform title
- ☐ Serial Title
- ☒ Creator
- ☐ Names
- ☐ Subjects
- ☐ Subjects (LC)
- ☐ Medical Subjects (MeSH)
- ☐ Series
- ☐ Publisher
- ☐ LC Call Number

[Cancel](#) [Add Conditions](#)

Retrieve the same record in the same type of display

Institution Network Community

Limit results to:

Inventory


Collection
Electronic title
Digital title
Physical title

Material Type

Music (1)

Primary Sort by Rank Secondary Sort by Rank

1 - 1 of 1 Records Tools

1  [Sarabande et allegro : pour clarinette et piano / Gabriel Grovlez : \[transcription pour clarinette par Ulysse Delécluse\].](#)
Music {Notated music - Physical} notated music; unmediated; volume By Grovlez, Gabriel, (Paris : Alphonse Leduc, 1953)
Subject: Sarabands--Scores and parts. Clarinet and piano music, Arranged--Scores and parts. Clarinet and piano music, Arranged--Scores and parts and others Language: No linguistic content Record number: (OCoLC)ocm23103740
Availability: [Physical version](#) at **Odum: ACQORDER**
[Edit](#) | [Request](#) | [Document Delivery](#) | [Holdings](#) | [Add to collection](#) | [Linked Data](#) | [More info](#)



Click on Holdings

3. It Holdings ID and on the far right, another pulldown menu

List of Holdings

Filter All Find : in : Call number Go

Delete Holdings 1 - 1 of 1 Records Columns Tools

| |  | ID | Library | Location | Call Number | Copy Id | Access Number | No. of Items | Available | PO Line | |
|---|---|-----------------------------------|---------|----------|-------------|---------|---------------|--------------|-----------|---------|---------|
| 1 |  | 22519532800029... | Odum | ACQORDER | - | - | - | 0 | 0 | - | Actions |

- View
- Edit
- Relink
- View items
- Associate a PO Line

Click Edit - It should open the holdings in the Metadata Editor

4. Note that if you open the MARC21 Holdings tab, it shows that you are working on this holdings record

↓

| Templates | File | Edit | Tools |
|--|---|------|----------------------------------|
| Records | | | |
| <ul style="list-style-type: none"> MARC21 Bibliographic MARC21 Holdings <ul style="list-style-type: none"> Sarabande et al... (2251953280002962) The barbarism o... (2258454940002962) Dublin Core | Working on -Sarabande et allegro (2251953280002962) , Created by import (03/01/2016 19:46:41 EST) | | |
| | LDR | | 00163nx##a22000854##4500 |
| | 001 | | 877042 |
| | 004 | | 795105 |
| | 005 | | 20140331110037.0 |
| | 008 | | 1403310p####8###1001uu###0000000 |
| | 852 | 0 | \$\$b Odum \$\$c ACQORDER |

Update your 008, \$\$c and \$\$k (if applicable) and click save; it should automatically populate the \$\$h and \$\$i with the classification system you have defaulted to

- If you need to adjust your LC (or whatever classification system) you can click on it and it opens to allow editing

In the next screen shot, I've made up an example changing the first indicator and adding a \$\$2 at the end with a false call number

| File | Edit | Tools |
|---|------|--|
| Record saved at 15:05:36. | | |
| Working on -Sarabande et allegro (2251953280002962) , Created by import (03/01/2016 19:46:41 EST) | | |
| LDR | | 00203nx##a22000854##4500 |
| 001 | | 877042 |
| 004 | | 795105 |
| 005 | | 20160922150536.0 |
| 008 | | 1403312p####8###4001bbeng0160922 |
| 852 | 7 | \$\$b Odum \$\$c FAMCOPEN \$\$k FAMC \$\$h GA910.5 M1 1910 T5 \$\$2 gadocs |

5. You can now add an item to your holdings; click on the 4th icon



| File | Edit | Tools |
|---|------|--|
| <div> </div> | | |
| Record saved at 15:07:43. | | |
| Working on -Sarabande et allegro (2251953280002962) , Created by import (03/01/2016 19:46:41 ES | | |
| LDR | | 00195nx##a22000854##4500 |
| 001 | | 877042 |
| 004 | | 795105 |
| 005 | | 20160922150742.0 |
| 008 | | 1403312p####8###4001bbeng0160922 |
| 852 | 0 | \$\$b Odum \$\$c FAMCOPEN \$\$k FAMC \$\$h M252.G76 \$\$i S3 1953x |

6. The Item Record has numerous fields. Record those that are necessary adding the barcode last and then save



Physical Item Editor

Resource description [Sarabande et allegro : pour clarinette et piano / Grovlez, Gabriel, 1879-1944, composer. Alphonse Leduc, Paris : 1953](#)

Holding [Odum: FAMC open: FAMC M252.G76 S3 1953x](#)

[View all holdings](#)

Barcode -

[View all items](#)

Process type -

Barcode

Copy ID

Material type

Item policy

Provenance

Is Magnetic

PO line

Receiving date

Expected receiving date

Enumeration A

Enumeration B

Chronology I

Chronology J

Description

[Generate](#)

[Clear](#)

Pages

Pieces

Replacement cost

Receiving operator

Process type

Issue Date

- Once saved, it will open a “split editor” with the holdings and the new display content allowing you to reedit and make adjustments if necessary

MD Editor

The data for "Sarabande et allegro : pour clarinette et piano / Grovlez, Gabriel, 1879-1944, composer. Alphonse Leduc, Paris : 1953" has been successfully updated

Templates

Records

- MARC21 Bibliographic
 - The barbarism o... (991059315802931)
 - The countryman.... (991059315602931)
- MARC21 Holdings
 - Sarabande et al... (2251953280002962)
 - The barbarism o... (2258454940002962)
- Dublin Core

File Edit Tools

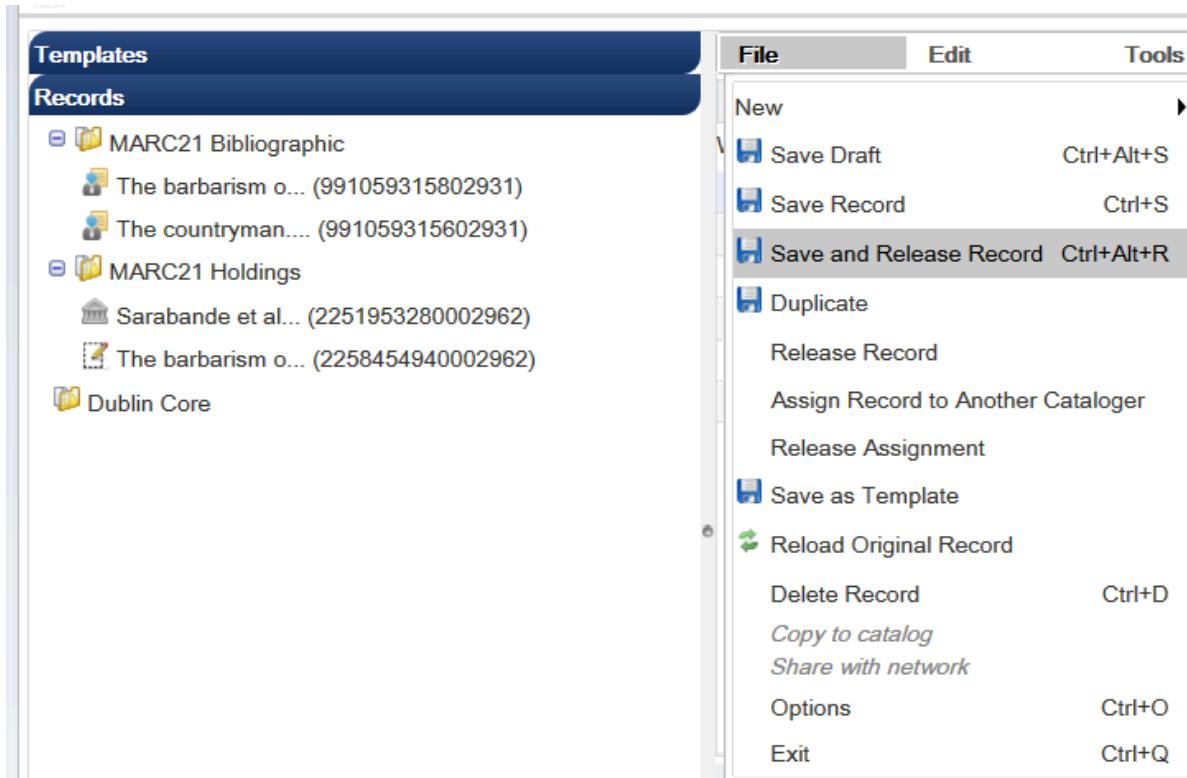
Working on -Sarabande et allegro (2251953280002962) ,
Created by import (03/01/2016 19:46:41 EST)

| | LDR | |
|-----|-----|---|
| 001 | | 877042 |
| 004 | | 795105 |
| 005 | | 20160922150948.0 |
| 008 | | 1403312p####8###4001bbeng0160922 |
| 852 | 0 | \$\$b Odum \$\$c FAMCOPEN \$\$k FAMC \$\$h M252.G76 \$\$i S3 1953x |

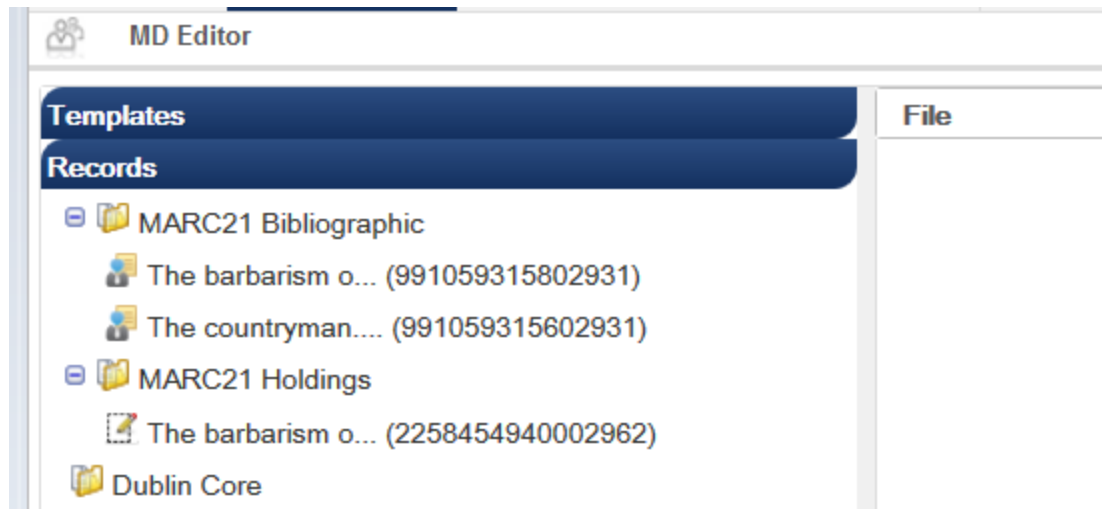
holding(1) Portfolio(0) Representative

1 **Library:** Odum **Location:** FAMC open
Call Number: FAMC M252.G76 S3 1953x
No. of items: 1 **Available:** 1
[View](#) | [Edit](#) | [View Items](#) | [Delete](#)

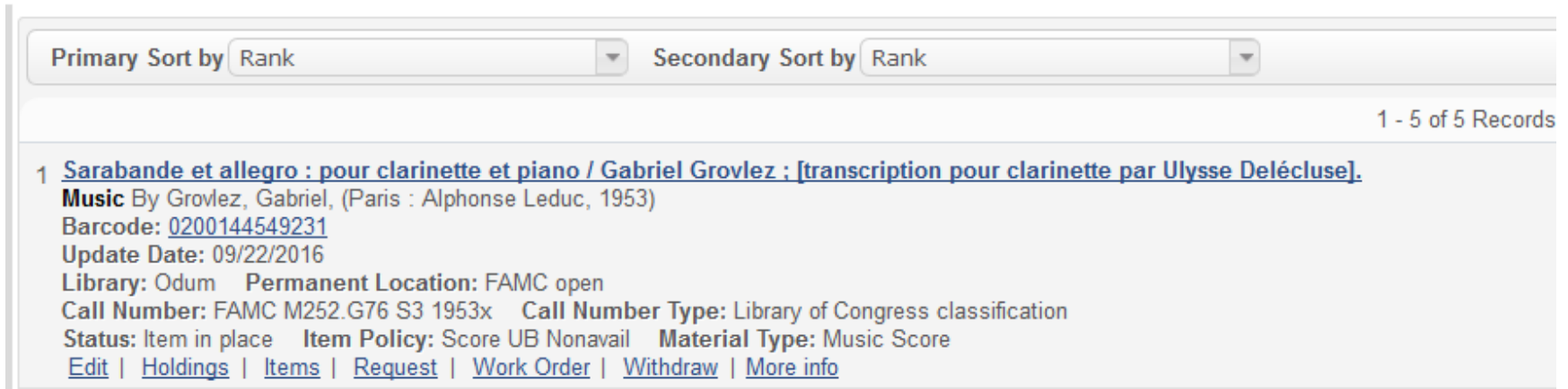
8. Release the Save and Release the Record; if you do not; Alma will not show your changes in results list or in Primo



Once you save and release, it disappears from you work files under MARC21 Holdings



9. A new search shows your item cataloged



10.