

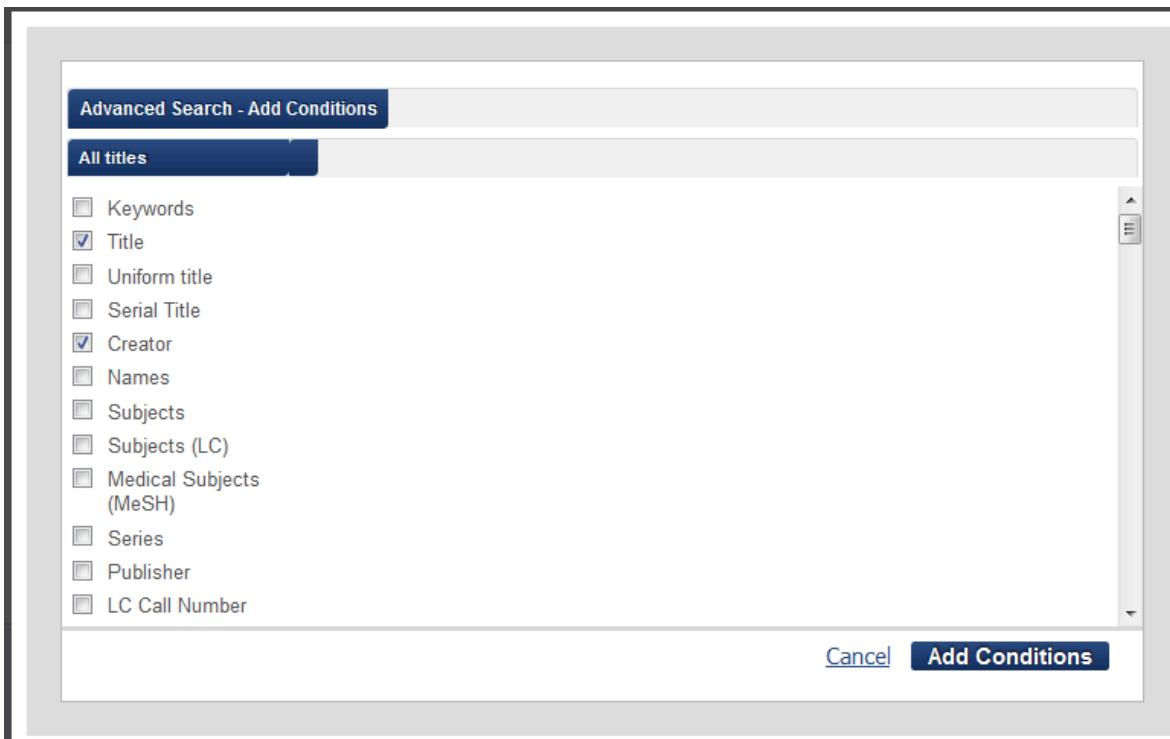
Cataloging From Acquisitions Order

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



9  [Sarabande et allegro : pour clarinette et piano / Gabriel Grolez ; \[transcription pour clarinette par Ulysse Delécluse\].](#)
Music {Notated music - Physical} notated music; unmediated; volume By Grolez, 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

Sarabande et allegro : pour clarinette et piano / Gabriel Grovez : [transcription pour clarinette par Ulysse Delécluse].
Music {Notated music - Physical} notated music; unmediated; volume By Grovez, 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
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Click on Holdings

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

List of Holdings

Filter All Find : in : Call number

Delete Holdings 1 - 1 of 1 Records Columns Tools

	ID	Library	Location	Call Number	Copy Id	Access Number	No. of Items	Available	PO Line	Actions
1	22519532800029...	Odum	ACQORDER	-	-	-	0	0	-	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	Working on -Sarabande et allegro (2251953280002962) , Created by import (03/01/2016 19:46:41 EST)																
<ul style="list-style-type: none"> + MARC21 Bibliographic - MARC21 Holdings Sarabande et al... (2251953280002962) The barbarism o... (2258454940002962) Dublin Core 	<table border="1"> <tr> <td>LDR</td> <td>001</td> <td>877042</td> </tr> <tr> <td></td> <td>004</td> <td>795105</td> </tr> <tr> <td></td> <td>005</td> <td>20140331110037.0</td> </tr> <tr> <td></td> <td>008</td> <td>1403310p###8###1001uu###0000000</td> </tr> <tr> <td></td> <td>852 0</td> <td>\$\$b Odum \$\$c ACQORDER</td> </tr> </table>	LDR	001	877042		004	795105		005	20140331110037.0		008	1403310p###8###1001uu###0000000		852 0	\$\$b Odum \$\$c ACQORDER	
LDR	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 and 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)													
<table border="1"> <tr> <td>LDR</td> <td>00203nx##a22000854##4500</td> </tr> <tr> <td>001</td> <td>877042</td> </tr> <tr> <td>004</td> <td>795105</td> </tr> <tr> <td>005</td> <td>20160922150536.0</td> </tr> <tr> <td>008</td> <td>1403312p###8###4001bbeng0160922</td> </tr> <tr> <td>852 7</td> <td>\$\$b Odum \$\$c FAMCOPEN \$\$k FAMC \$\$h GA910.5 M1 1910 T5 \$\$2 gadocs</td> </tr> </table>	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	
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 



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 / Grolez, Gabriel, 1879-1944, compositeur. Alphonse Leduc, Paris : 1953](#)

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

Barcode - [View all items](#)

Process type -

Barcode	0200144549231	Copy ID	1
Material type	Music Score	Item policy	Score UB Nonavail
Provenance		Is Magnetic	No
PO line	<input type="text"/>  	Expected receiving date	<input type="text"/>  
Receiving date	<input type="text"/>  	Enumeration B	<input type="text"/>
Enumeration A	<input type="text"/>	Chronology J	<input type="text"/>
Chronology I	<input type="text"/>	<input type="button" value="Generate"/> <input type="button" value="Clear"/>	
Description	<input type="text"/>	Pieces	2
Pages	<input type="text"/>	Receiving operator	<input type="text"/>
Replacement cost	<input type="text"/>		
Process type	<input type="text"/>		
Issue Date	<input type="text"/>  		

7. 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 / Grovez, Gabriel, 1879-1944, compositeur. 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

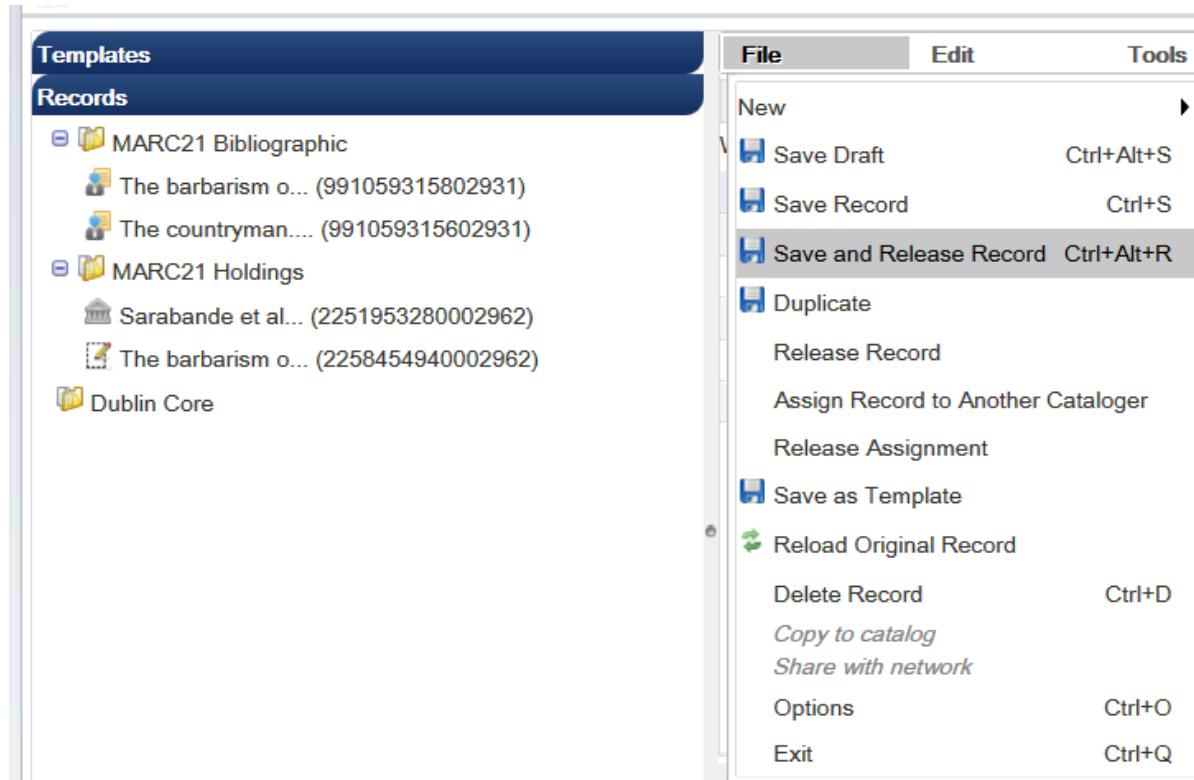
Working on -Sarabande et allegro (2251953280002962) ,
Created by import (03/01/2016 19:46:41 EST)

LDR	001	004	005	008	852
00195nx##a22000854##4500	877042	795105	20160922150948.0	1403312p##8##4001bbeng0160922	0 \$b Odum \$c FAMCOPEN \$k FAMC \$h M252.G76 \$i S3 1953x

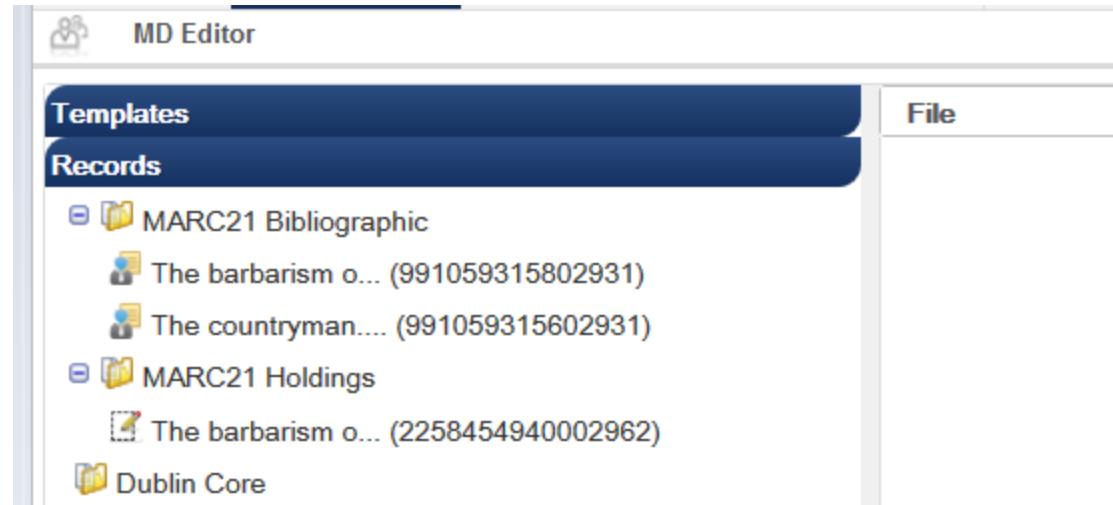
Holdings(1) **Portfolio(0)** **Representations(0)**

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 your work files under MARC21 Holdings



MD Editor

Templates

Records

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

File

9. A new search shows your item cataloged



Primary Sort by Rank Secondary Sort by Rank

1 - 5 of 5 Records

1 [Sarabande et allegro : pour clarinette et piano / Gabriel Grovlez ; \[transcription pour clarinette par Ulysse Delécluse\].](#)
Music By Grovlez, Gabriel, (Paris : Alphonse Leduc, 1953)
Barcode: [0200144549231](#)
Update Date: 09/22/2016
Library: Odum Permanent Location: FAMC open
Call Number: FAMC M252.G76 S3 1953x Call Number Type: Library of Congress classification
Status: Item in place Item Policy: Score UB Nonavail Material Type: Music Score
[Edit](#) | [Holdings](#) | [Items](#) | [Request](#) | [Work Order](#) | [Withdraw](#) | [More info](#)

10.