

WorkFlows Cataloging Agenda
November 13, 2023
TCCSA (in-person & Zoom)
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What's new with INFOhio

- ICoach
- 4 Tech Team Tips
- Ohio Choose to Read
- Educator Tools
- Capstone Titles (eBooks)
- eBook & Video Collections from Gale
 - STEM & Career
 - Student Wellness
 - Holocaust & Genocide
- Professional eBooks
- ISearch (videos removed)
- Bill Nye Videos (discontinued October 31st)

What's Coming this Summer

- Google Barcode Font

[Barcode Options](#) (PDF) Short explanation between Dumb and Smart Barcodes.



Breakdown of a 14 digit barcode

Digit 1: 3 = ITEM barcode, **2** = PATRON barcode

Digits 2-5: Institution code: unique code for each district

Digits 6-13: Unique Digits for individual item

Digit 14: Check Digit: Random number assigned by the software

[Cataloging Equipment](#) (PDF)

Laptops / Chromebooks

[List of Cataloging Resources](#) (some of these files are printed for this meeting or listed below)

Visit this list for step-by-step instructions with screenshots for the following

- Completing the SmartPort Process (adds item to your collection)
- Call Number and Item Maintenance

[Brief Steps for Cataloging](#)

Follow this flowchart to make cataloging decisions.

SmartPort Tips

- Have your [SmartPort Properties](#) set

- Choose INFOhio & WorldCat
 - WorldCat has a web interface for searching w/ limiters. <https://www.worldcat.org>
 - Good for harder to find records that don't have a matching ISBN.
 - You can search by OCLC # by changing the dropdown from ISBN or LCCN to OCLC Number.
 - Guidance for [Evaluating MARC Records](#)

[Assigning Call Numbers](#) (Breaking down the parts)