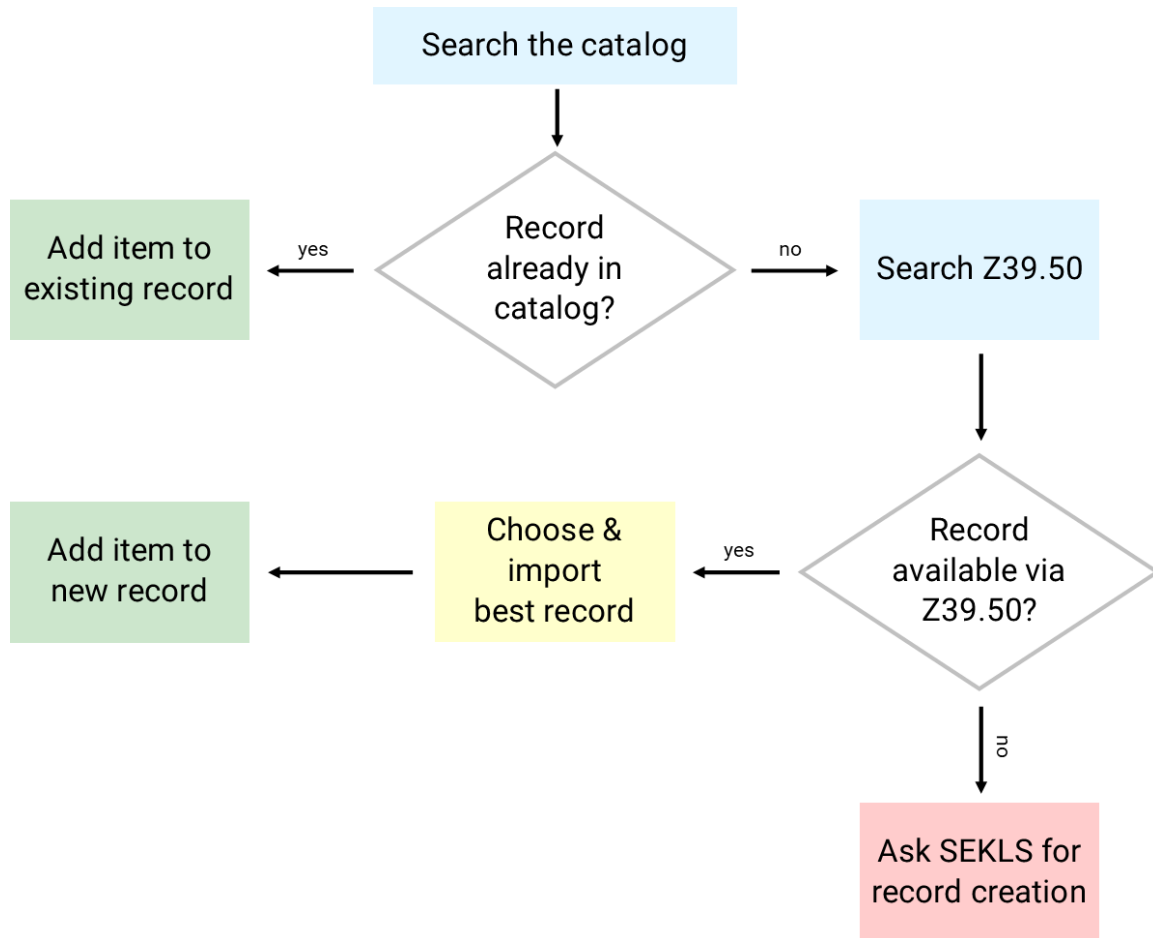
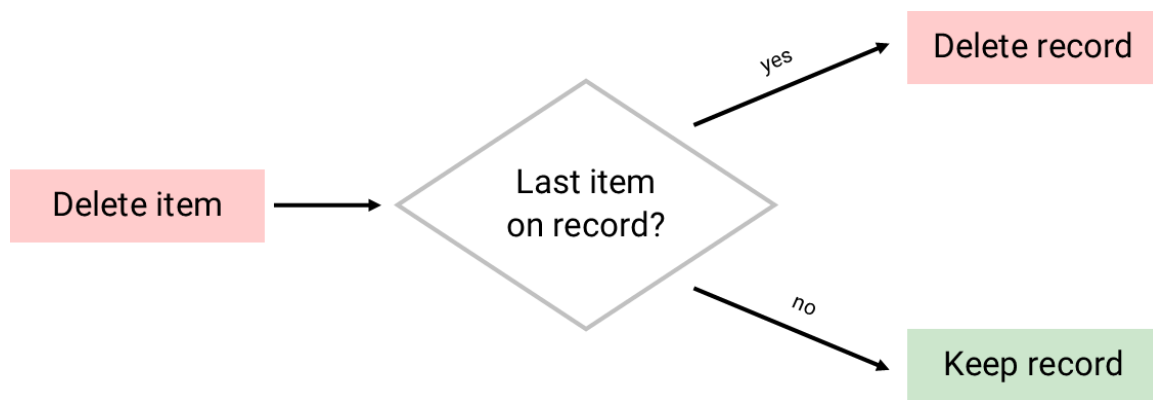


Cataloging workflows

Adding



Deleting

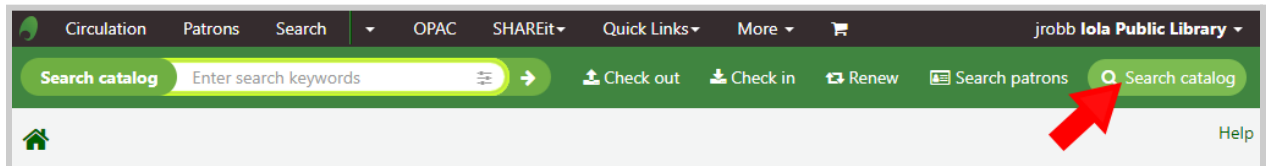


Adding items

Searching

Basic search

Start with a keyword search on ISBN if available.

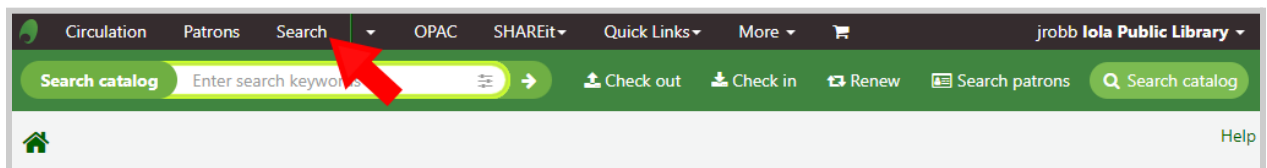


Don't give up after one search, try different combinations of terms and filters.

Using multiple terms in the keyword search like *Title* and *Author* or *Title* and *Actor* can get more refined results.

Advanced search

Click **Search** in the top navigation menu to access the *Advanced* search for a more exact search involving multiple indexes (filters):



Reminders

- ❖ Check spelling and punctuation
- ❖ You can keyword search on title and author, or title and actor at the same time
- ❖ Try variations
 - Season one = season 1 = first season = 1st season
 - Sorcerers = sorcerer's
- ❖ You can scan various barcodes like UPCs and ISBNs to avoid entry errors
- ❖ Additional search tips are available in the [Circulation documentation](#)

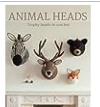
Matching

Review the search results to determine if the item in hand matches an existing record.

2 result(s) found for 'crochet taxidermy' in SEKnFIND Catalog.

Edit this search
Search within results

☒ Select all ☒ Clear all | | | | | | | | Results per page: 20 |

	Results	Location
 Amazon cover image	☐ 1. Crochet taxidermy : 30 quirky animal projects, from mouse to moose / by Hart, Taylor [author]. Material type: Text Publisher: North Adams, MA : Storey Publishing, [2016] Description: 207 pages : color illustrations ; 20 cm. ISBN: 9781612127361 (pbk. : alk. paper) ; 1612127363 (pbk. : alk. paper) Holds (0) Add to cart Edit record Edit items OPAC view	2 items, 1 available: (show all) 1 unavailable: Local Copies: Iola Public Library Adult Non-Fiction 745.5924 Hart, Taylor • (1) Book
 Amazon cover image	☐ 2. Animal heads : trophy heads to crochet / by Moonicie, Vanessa [author]. Material type: Text Publisher: Lewes, East Sussex : Guild of Master Craftsman Publications, 2015 Description: 191 pages : color illustrations ; 24 cm. ISBN: 9781784940645 ; 178494064X : Holds (0) Add to cart Edit record Edit items OPAC view	1 item, 1 available: (show all) No Local Copies

Check for:

1. Title
2. Author
3. Publication information
4. Paging/size/format
5. ISBN
6. Copyright date

1 **Crochet taxidermy : 30 quirky animal projects, from mouse to moose /**
By: **Hart, Taylor [author.]** **2**
Material type: Text
3 **Publisher:** North Adams, MA : Storey Publishing, [2016] **6**
Description: 207 pages : color illustrations ; 20 cm.
5 **ISBN:** 9781612127361 (pbk. : alk. paper) ; 1612127363 (pbk. : alk. paper) **4**
Subject(s): Soft toys | Crocheting -- Patterns
Contents: [Click to show/hide](#)
OPAC view: [Open in new window.](#)
MARC preview: [Show](#)


Image from Amazon.com

Iola Public Library holdings (1) **Other holdings (1)** **Descriptions (2)** **Images (0)** **NoveList Select**

Showing 1 to 1 of 1 entries Search:

Item type	Current library	Home library	Collection	Call number	Status	Last seen	Date accessioned	Date last borrowed	Barcode	Spine label
Book	Iola Public	Iola Public	Adult Books	745.5924 Hart,	Available	04/19/2023	11/16/2016	02/08/2017	34311002609684	Print label

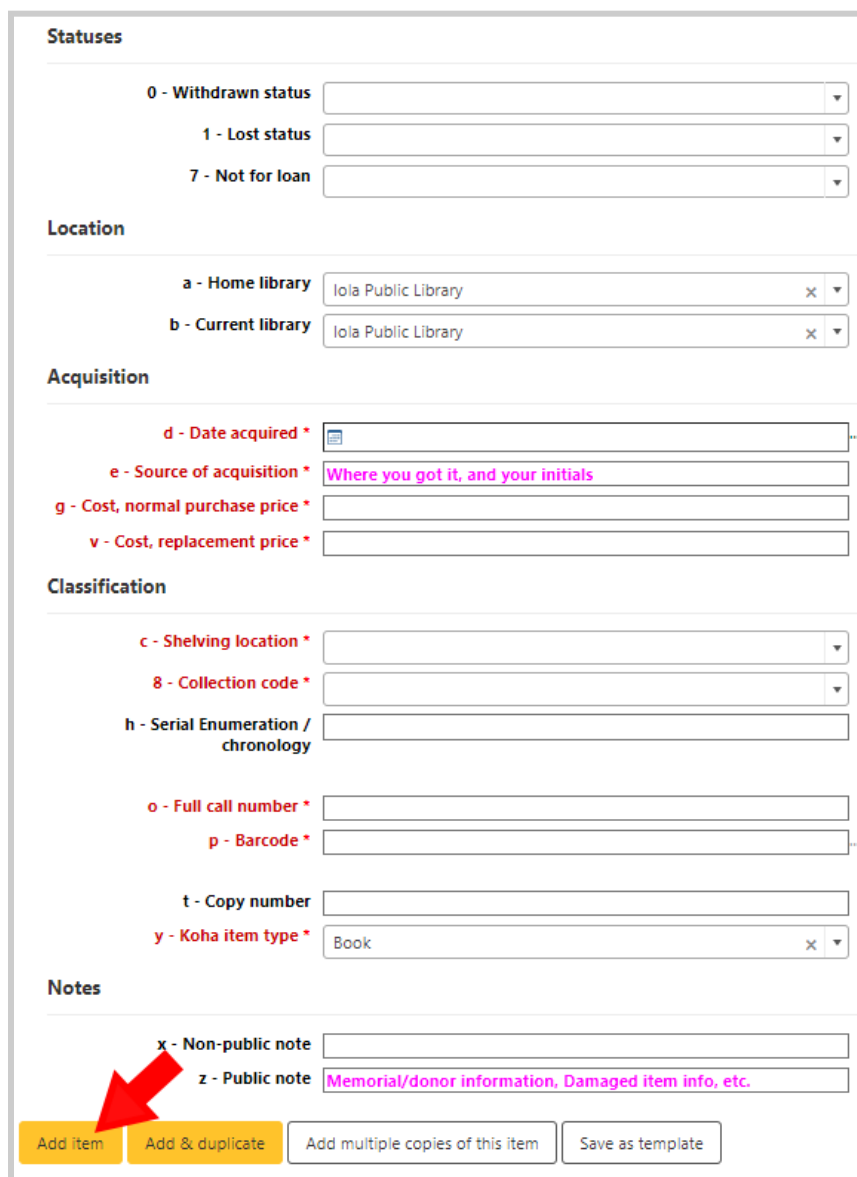
Adding the item

1. Click **New** then **New item**.



The screenshot shows the top of a cataloging form. A dropdown menu is open under the '+ New' button, with 'New item' highlighted by a red arrow. The background shows a book record for 'My : 30 quirky animal projects, from mouse to moose / [author.]'. The record includes a description, ISBNs, and subjects.

2. Fill in the **required** fields then click **Add item**.



The screenshot shows the main cataloging form with various sections and fields. Required fields are marked with a red asterisk (*). A red arrow points to the 'Add item' button at the bottom.

Statuses

- 0 - Withdrawn status
- 1 - Lost status
- 7 - Not for loan

Location

- a - Home library: Iola Public Library
- b - Current library: Iola Public Library

Acquisition

- d - Date acquired *
- e - Source of acquisition *: Where you got it, and your initials
- g - Cost, normal purchase price *
- v - Cost, replacement price *

Classification

- c - Shelving location *
- 8 - Collection code *
- h - Serial Enumeration / chronology
- o - Full call number *
- p - Barcode *
- t - Copy number
- y - Koha item type *: Book

Notes

- x - Non-public note
- z - Public note: Memorial/donor information, Damaged item info, etc.

Buttons at the bottom: Add item, Add & duplicate, Add multiple copies of this item, Save as template.

Editing items

1. Click into the record detail view and find your item in the holds table.
2. Click **Edit** in the far right column for the item you wish to update.

Crochet taxidermy : 30 quirky animal projects, from mouse to moose /
 By: Hart, Taylor [author.]
 Material type: Text
 Publisher: North Adams, MA : Storey Publishing, [2016]
 Description: 207 pages : color illustrations ; 20 cm
 ISBN: 9781612127361 (pbk. : alk. paper); 1612127363 (pbk. : alk. paper)
 Subject(s): Soft toys | Crocheting -- Patterns
 Contents: Click to show/hide
 OPAC view: Open in new window.
 MARC preview: Show


 Image from Amazon.com 

Iola Public Library holdings (1) Other holdings (1) Descriptions (2) Images (0) NoveList Select

Activate filters | Select all | Clear all

Showing 1 to 1 of 1 entries Search: Clear filter

Columns Export Configure

	Item type	Current library	Home library	Collection	Call number	Status	Last seen	Date accessioned	Date last borrowed	Barcode	Spine label	
☐	Book	Iola Public Library	Iola Public Library Adult Non-Fiction	Adult Books	745.5924 Hart, Taylor	Available	04/19/2023	11/16/2016	02/08/2017	34311002609684	Print label	Edit

Showing 1 to 1 of 1 entries

3. Make any adjustments, then click **Save changes**.

v - Cost, replacement price *

Classification

c - Shelving location *

8 - Collection code *

h - Serial Enumeration / chronology

o - Full call number *

p - Barcode *

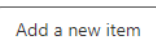
t - Copy number

y - Koha item type *

Notes

x - Non-public note

z - Public note

Deleting items

Delete single item

1. From the record detail view, click the **checkbox** next to your item.

Publisher: North Adams, MA : Storey Publishing, [2016]
Description: 207 pages : color illustrations ; 20 cm
ISBN: 9781612127361 (pbk. : alk. paper); 1612127363 (pbk. : alk. paper)
Subject(s): Soft toys | Crocheting -- Patterns
Contents: Click to show/hide
OPAC view: Open in new window.
MARC preview: Show

Iola Public Library holdings (1) Other holdings (1) Descriptions (2) Images (0) NoveList Select

▼ Activate filters | ✓ Select all | ✕ Clear all | Actions: 🗑 Delete selected items ✎ Modify selected items

Showing 1 to 1 of 1 entries Search: ✕ Clear filter

	Item type	Current library	Home library	Collection	Call number	Status	Last seen	Date accessioned	Date last borrowed	Barcode
☒	Book	Iola Public Library	Iola Public Library	Adult Books	745.5924 Hart, Taylor	Available	04/19/2023	11/16/2016	02/08/2017	343110

2. Click **Delete selected items**.

Iola Public Library holdings (1) Other holdings (1) Descriptions (2) Images (0) NoveList Select

▼ Activate filters | ✓ Select all | ✕ Clear all | Actions: 🗑 Delete selected items ✎ Modify selected items

Showing 1 to 1 of 1 entries Search: ✕ Clear filter

	Item type	Current library	Home library	Collection	Call number	Status	Last seen	Date accessioned	Date last borrowed	Barcode
☒	Book	Iola Public Library	Iola Public Library	Adult Books	745.5924 Hart, Taylor	Available	04/19/2023	11/16/2016	02/08/2017	343110

3. Click **Delete selected items**.

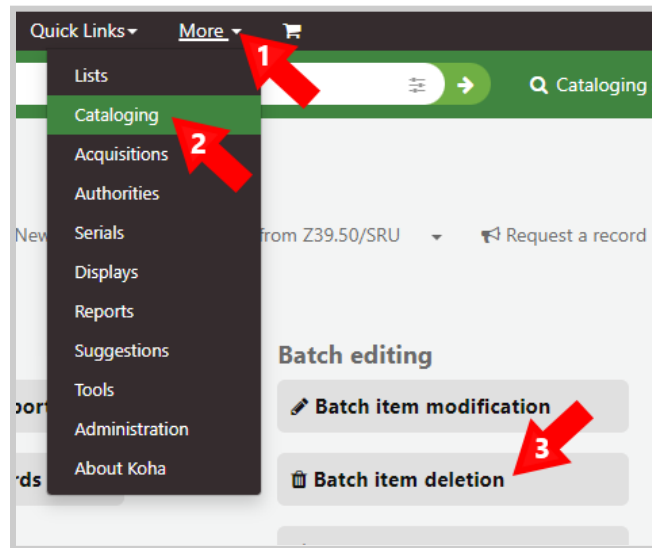
This will delete the selected items.

☒ Delete records if no items remain.

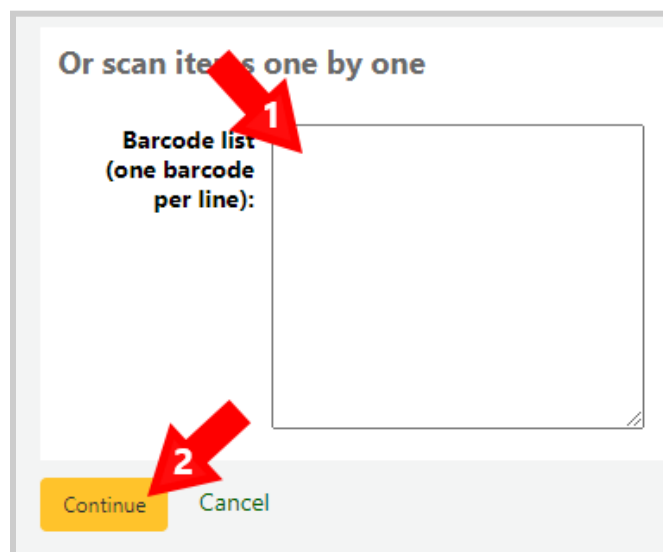
Delete selected items Cancel

Delete multiple items

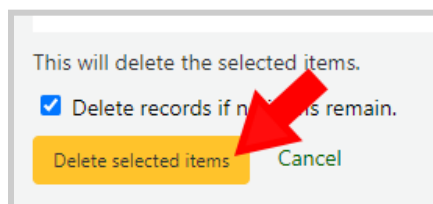
1. Click **More > Cataloging > Batch item deletion.**



2. Scan your pile of books into the **barcode list box** then click **Continue**.



3. Click **Delete selected items.**



Adding records

Using Z39.50 Targets

Search

When your search turns up empty, click the **Z39.50/SRU search** button.

Search catalog Enter search keywords

Home > Catalog > Search for "zombie hamster"

Refine your search

Availability
Limit to currently available items

Search results

Q Z39.50/SRU search

No results found

No results match your search for "zombie hamster" in SEKnFIND Catalog.

[Edit this search](#)

Enter info into the search form - start with just ISBN and try other approaches and additional terms.

Z39.50/SRU search

ISBN:

ISSN:

Title:

Author:

Publication:

Search tips

- ❖ Add actors in the **Author** field
- ❖ Add *videodisc* or *dvd* or *videorecording* to the keyword field for movies
- ❖ Add *sound recording* or *sound disc* or *disc* to the keyword field for audiobooks
- ❖ Checking additional targets can provide more results (but may slow down the search)
- ❖ UPCs and other codes can be entered in the **Keyword (any)** field

Choose the best record

1. Click **Card preview** for a quick look at the record quality.

1606844915 (hardback)	2014008384	300: 200 pages ; 22 cm.	Card MARC preview Card preview Import
1606844915 (hardback): 1606844911 (hardback)	2014008384	300: 200 pages ; 22 cm.	Card MARC preview Card preview Import

2. Evaluate the quality of the record. Click the **X** to return to the search results.

Card preview

McCreely, Havelock, 1975- author.

My zombie hamster / Havelock McCreely.

200 pages ; 22 cm.

Ages 8-12.

"Matt Hunter is expecting the latest sword-and-fantasy video game, but he's in for a disappointment when he receives a hamster for Christmas instead. A hamster called Snuffles. A hamster that dies, but somehow keeps going. A zombie hamster that has his eye on Matt"-- Provided by publisher.

1.Hamsters--Fiction.2.Zombies--Fiction.3.Family life--Fiction.4.Friendship--Fiction.5.Humorous stories.6.JUVENILE FICTION / Animals / Mice, Hamsters, Guinea Pigs, etc..7.JUVENILE FICTION / Humorous Stories.8.JUVENILE FICTION / Monsters.

#75783LCCN: 20140-8384[Fic]

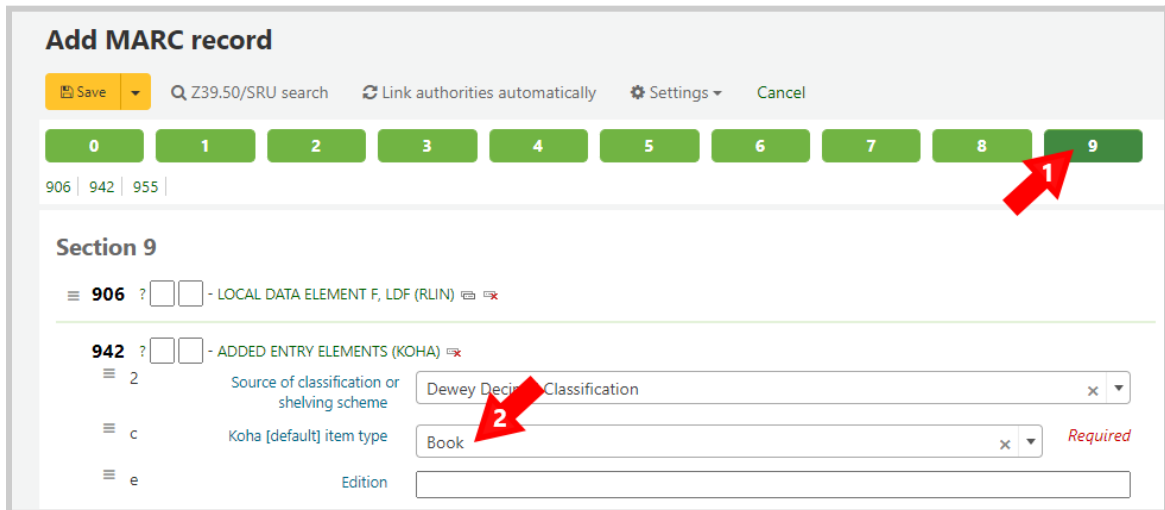
X

3. Click **Import** for the chosen record.

5 (hardback)	2014008384	300: 200 pages ; 22 cm.	Card MARC preview Card preview Import
5 (hardback): 1606844911 (hardback)	2014008384	300: 200 pages ; 22 cm.	Card MARC preview Card preview Import

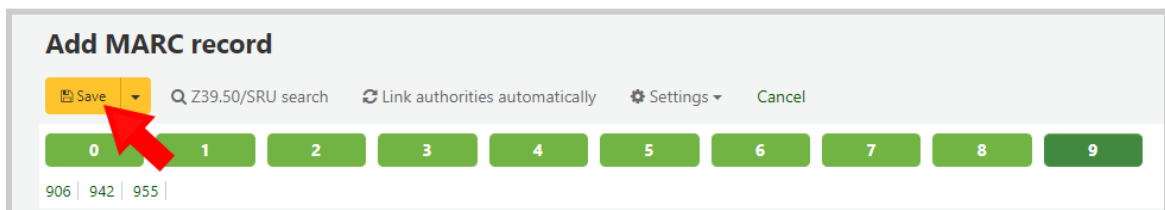
Edit & save

4. Click the **9** tab and add a Koha item type to the **942\$c** field.



The screenshot shows the 'Add MARC record' interface. At the top, there are tabs numbered 0 through 9. Tab 9 is highlighted with a red arrow labeled '1'. Below the tabs, the 'Section 9' is expanded. Under 'Section 9', there are two main sections: '906 ?' (LOCAL DATA ELEMENT F, LDF (RLIN)) and '942 ?' (ADDED ENTRY ELEMENTS (KOHA)). The '942 ?' section is expanded, showing fields for '2' (Source of classification or shelving scheme), 'c' (Koha [default] item type), and 'e' (Edition). The 'c' field is highlighted with a red arrow labeled '2' and contains the value 'Book'. The 'e' field is empty. The '2' field contains 'Dewey Decimal Classification'. The 'c' field is marked as 'Required'.

5. Add any missing relevant info including paging, dimensions, series info, etc. See the [MARC reference sheet](#) to determine important fields.
6. Click **Save**, then add your item.



The screenshot shows the 'Add MARC record' interface. At the top, there are tabs numbered 0 through 9. The 'Save' button is highlighted with a red arrow. Below the tabs, the 'Section 9' is expanded, showing the same fields as in the previous screenshot.

Avoid duplicates

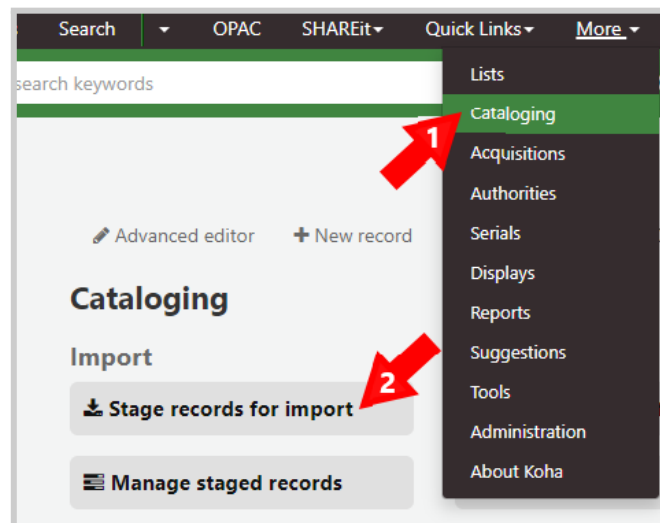
If you see this yellow box, click the **title** to see if the record you are adding duplicates the existing record:



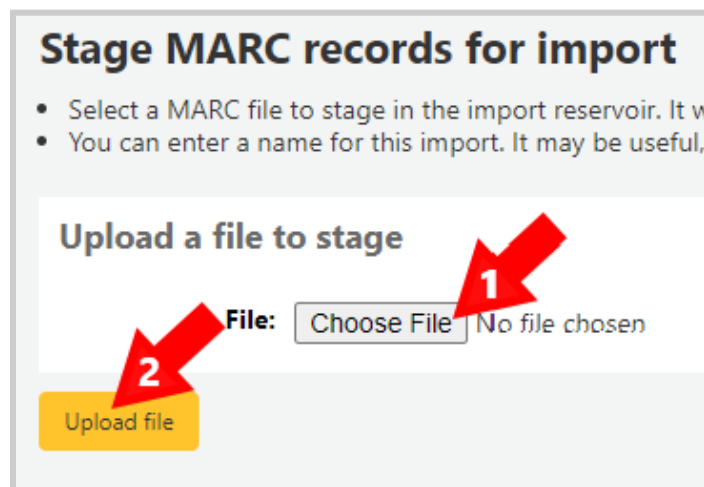
The screenshot shows a yellow warning box titled 'Duplicate record suspected'. The text inside the box asks: 'Is this a duplicate of Killers of the Flower Moon ?'. Below the text are two buttons: 'Yes, use existing record' and 'No, save as new record'. A red arrow points to the 'Yes, use existing record' button.

Using MARC files

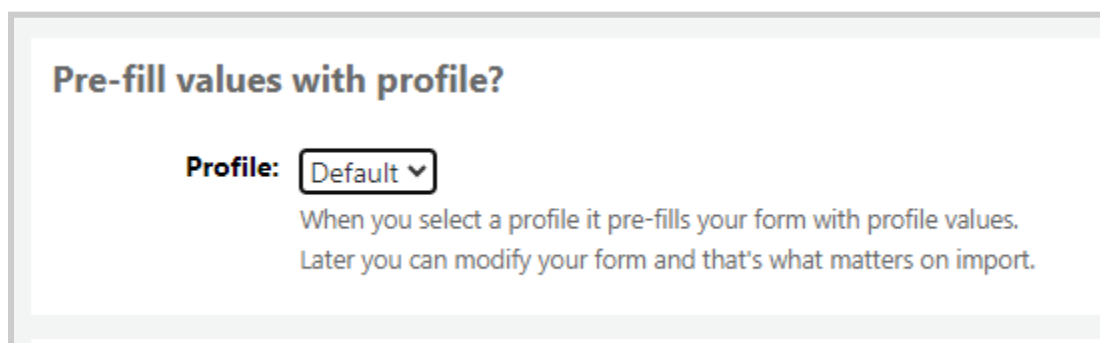
1. Obtain a MARC file from an external source (SHAREit, vendor, etc.)
2. In Koha, go to **More > Cataloging > Stage MARC records for import**.



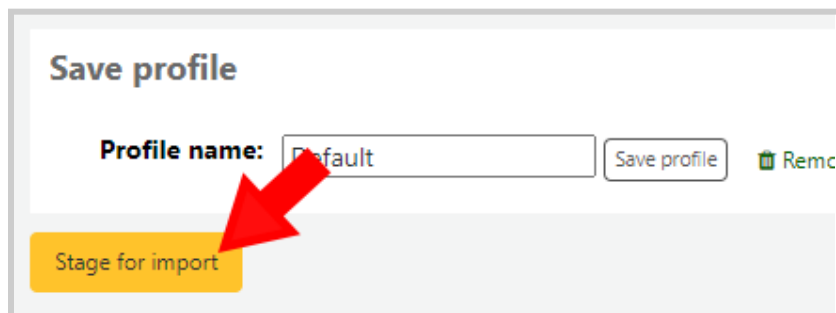
3. Browse to the file on your computer then click **Upload file**.



4. **Default** settings should be sufficient for most situations. Adjust rules if necessary.



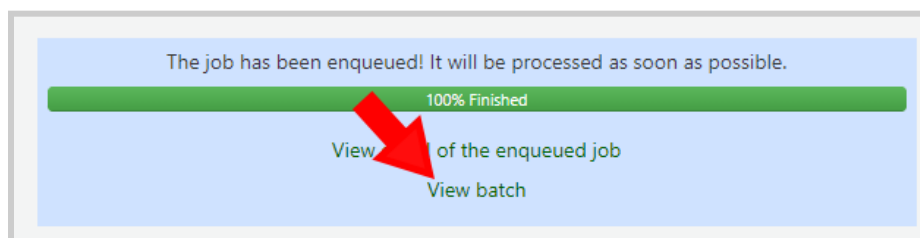
- Click **Stage for import**.



Save profile

Profile name:

- Click **View batch**.



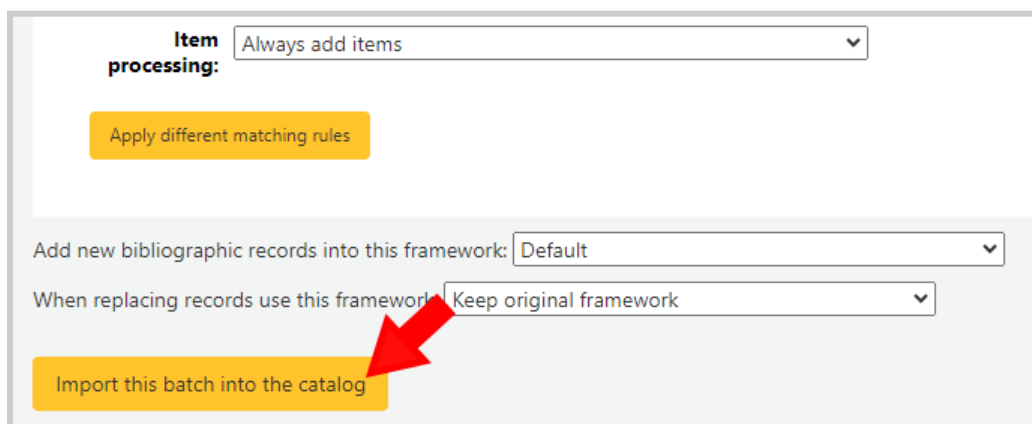
The job has been enqueued! It will be processed as soon as possible.

100% Finished

[View](#) of the enqueued job

[View batch](#)

- Click **Import this batch into the catalog**.

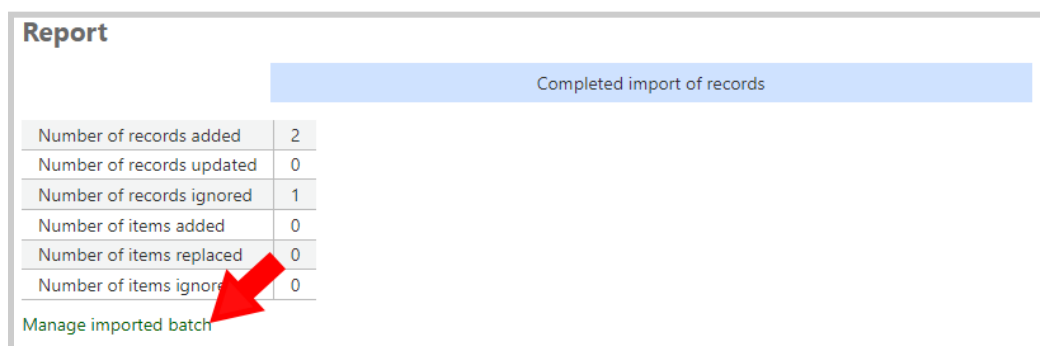


Item processing:

Add new bibliographic records into this framework:

When replacing records use this framework:

- Wait a second for the page to reload, then click **Manage imported batch** to review the results.



Report

Completed import of records

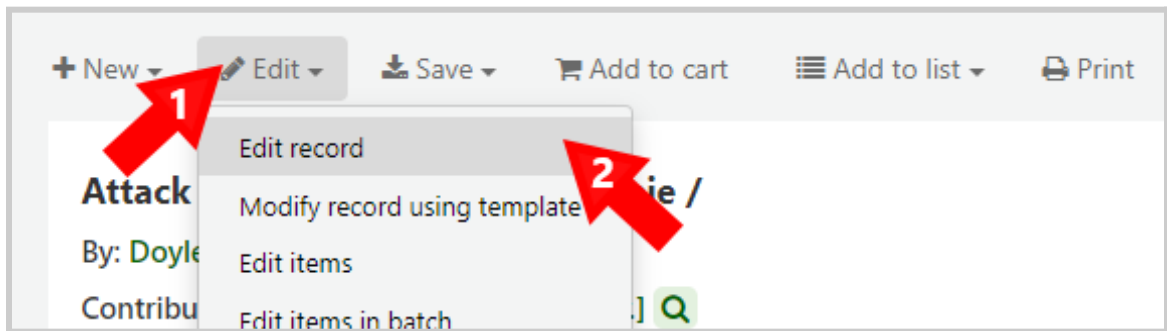
Number of records added	2
Number of records updated	0
Number of records ignored	1
Number of items added	0
Number of items replaced	0
Number of items ignored	0

[Manage imported batch](#)

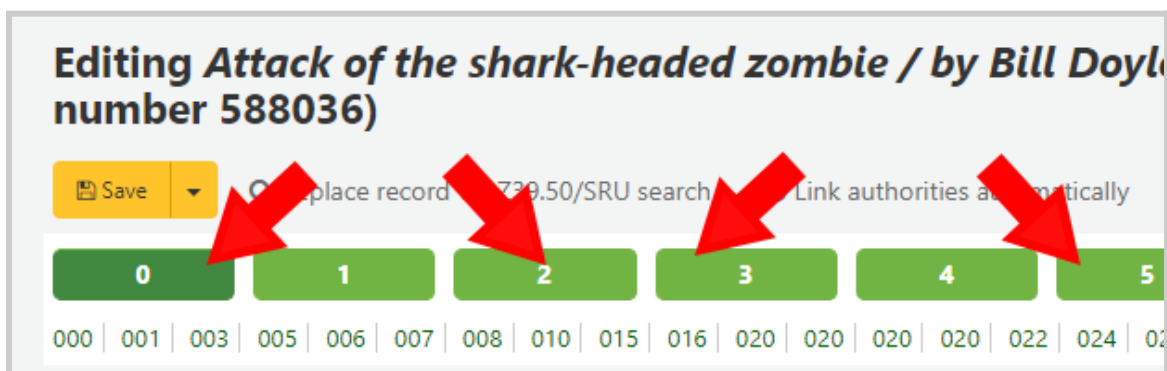
Editing records

Getting there

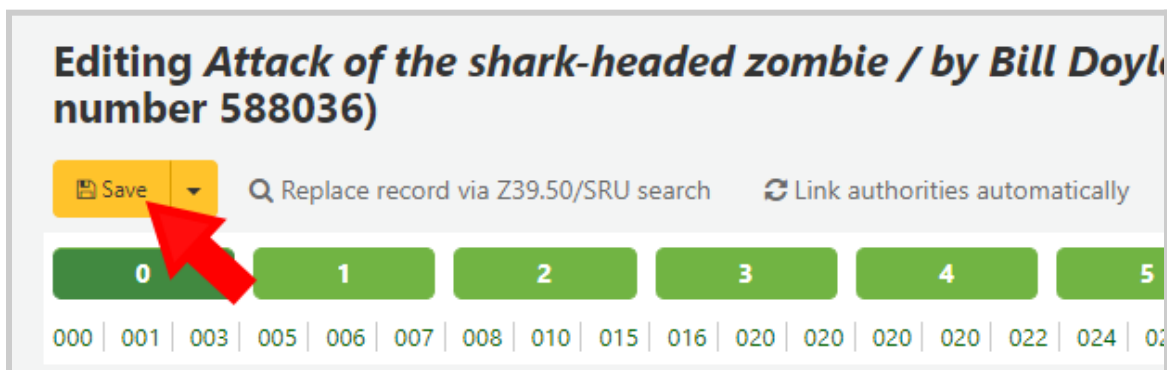
1. Search for and click into the record detail view.
2. Click on **Edit** > **Edit record**.



3. Locate the field needing adjustment using the numbered tabs along the top.



4. Click **Save** when finished.



Duplicating and deleting fields

1. Duplicate field
2. Delete field
3. Duplicate subfield
4. Delete subfield

Section 3

≡ **300** ? ☐ ☐ - PHYSICAL DESCRIPTION  

≡ a Ext 1 104 2  

≡ b Other physical details illustrations ;  

≡ c Dimensions 20 cm.  

Field editors

Some fields have extra helpers for entering data. Click this symbol to open a new window with additional guidance and resources:

≡ **600** ? ☐ ☐ - SUBJECT ADDED ENTRY--PERSONAL NAME  

≡ 2 Source of heading or term

≡ a Personal name 

≡ d Dates associated with a name

≡ q Fuller form of name



Authority search

 Clear field  Create new authority

Search options

Authority type: PERSO_NAME

Search main heading (\$a only): contains

Search main heading: contains

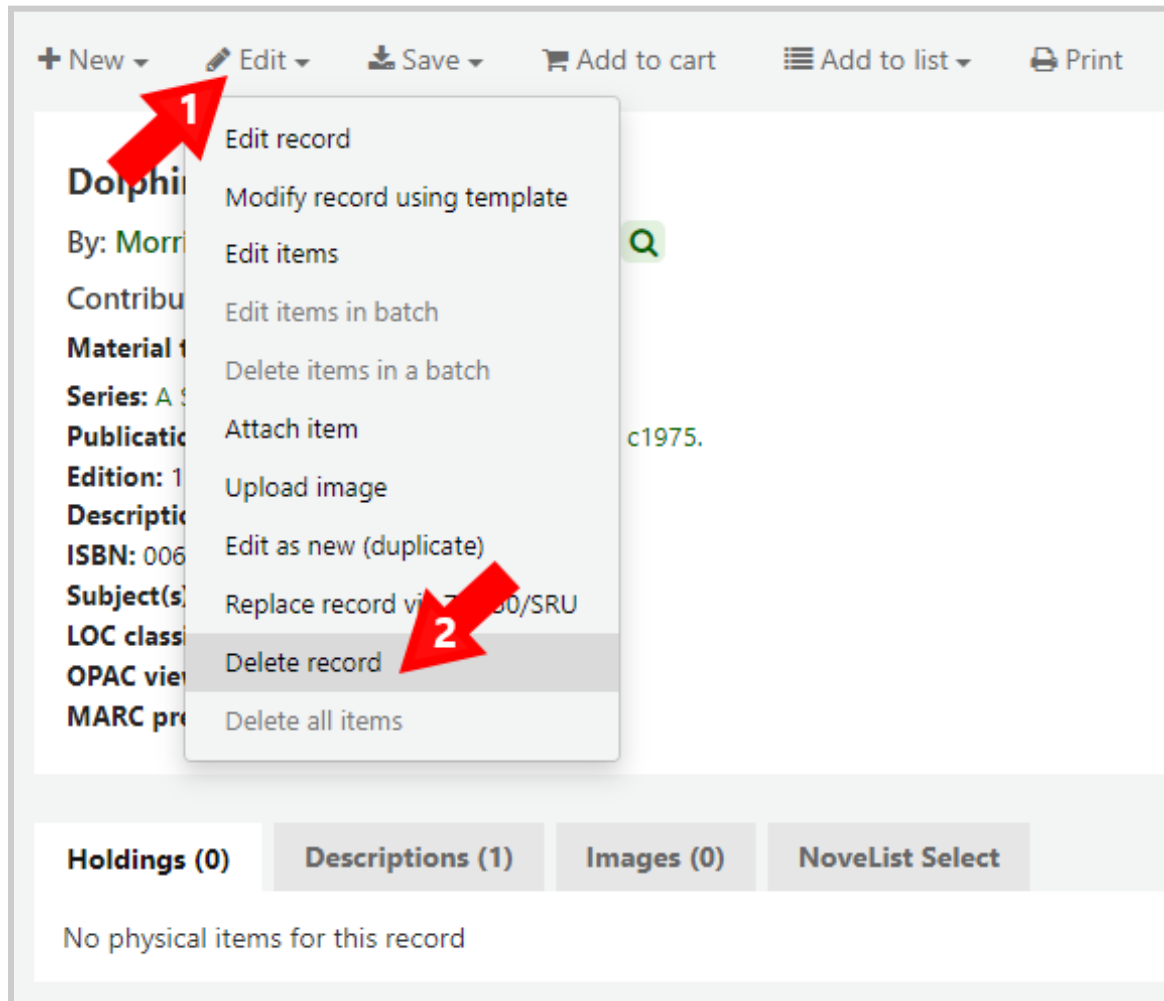
Search all headings: contains

Search entire record: contains

Sort by: Heading A-Z ▼

Deleting records

To delete an empty record, pull up the record detail view then click **Edit > Delete record**.

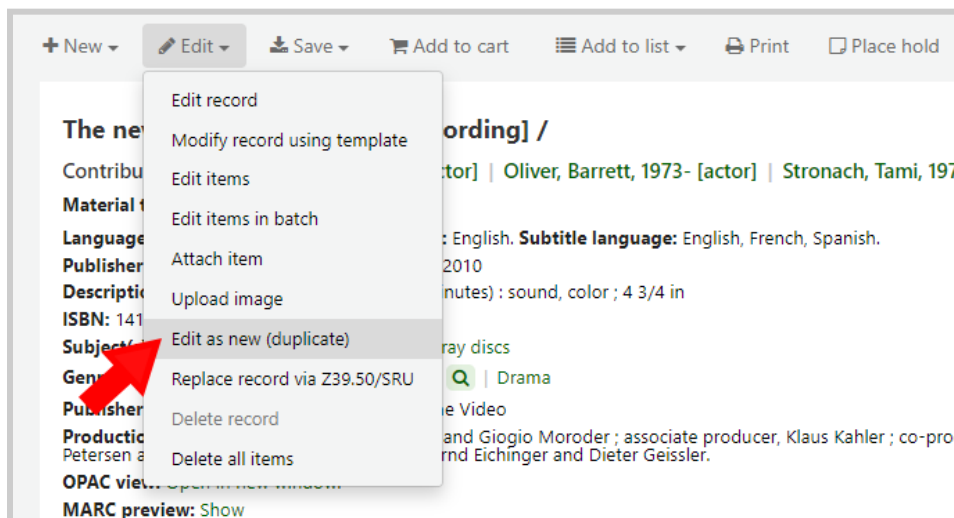


Note: Empty records are deleted at the time of item deletion in most cases.

Advanced cataloging

Separating combo packs

If only a combo pack record is available, import the record then duplicate it.



Blu-ray records should have these values in the appropriate fields:

Field	Subfield/position	Used for	Value
007	position 04	Encoding	s
250	a	Edition	Blu-ray edition
300	a	Description - Extent	1 Blu-ray videodisc (120 minutes) :
538	a	System description note	Blu-ray disc; requires Blu-ray player.

Any other occurrences of DVD should be changed to Blu-ray. Check other 3XX, 5XX, and 6XX fields.

DVD records should have these values in the appropriate fields:

Field	Subfield/position	Used for	Value
007	position 04	Encoding	v
250	a	Edition	[remove]
300	a	Description - Extent	1 videodisc (120 minutes) :
538	a	System description note	DVD...

Any other occurrences of Blu-ray should be changed to DVD. Check other 3XX, 5XX, and 6XX fields.

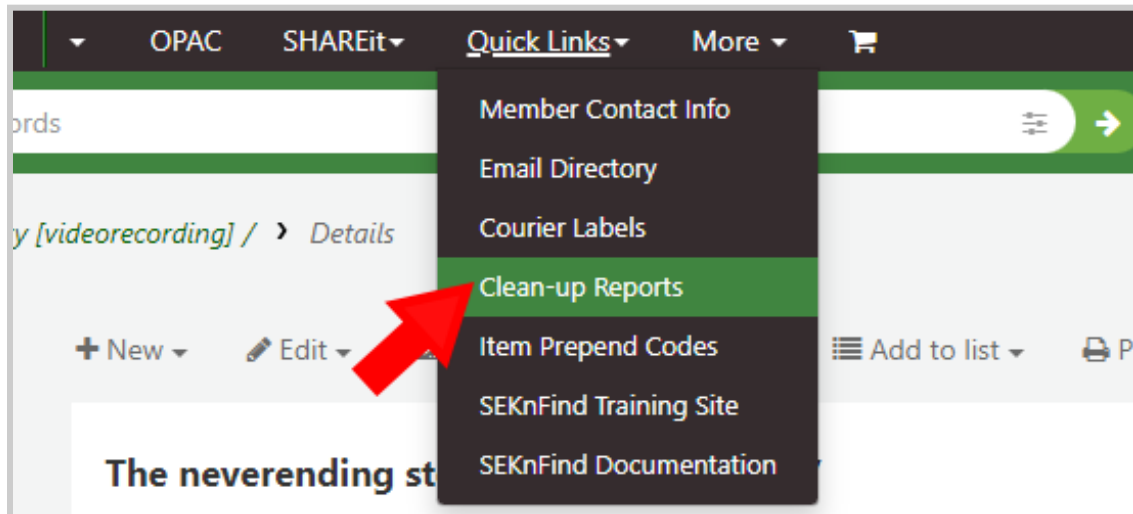
Look for these logos on the face of the disc to distinguish between the two formats:



DVD players **cannot** play Blu-rays. Some Blu-ray players can play DVDs.

Cleanup

1. Click **Quick links** then **Clean-up reports**.



2. Click on **Cataloging** and click **Run**.

Circulation		Cataloging	Patrons			
Report	Cat	Description	Action	Frequency	Run	Documentation
Bad barcodes	Items	Items with barcodes that won't work.	Click the edit link and fix the barcode by pulling the item and rescanning it. Sometimes barcodes on this report appear correct - those usually have extra blank spaces.	Monthly	Run	
Call number	Items	Looks for leading, trailing and duplicate	Click the edit link and remove the extra spaces from the call	Monthly	Run	

3. Fix any issues – a blank report means no issues exist.

Notes:

Function: Identifies items with barcodes that are *incomplete*, have the *wrong prefix*, or have *extra spaces*. Includes

To resolve: Pull each item and re-save the barcode.

Tip: Barcodes must have a length of 14. Extra spaces before and after the barcode should be removed.

Total number of results: 6

link	barcode	Length of barcode	Title
Edit item	36123001626512	15	The Whole30 friends & family :
Edit item	361230016350421	15	Let love rule /
Edit item	23010475265	11	Independence daily reporter.

MARC reference

Frequently used fields and subfields

Field	Subfield(s)	What's it for?	Which records need it?
020	a	ISBN	Most
100	a	Author	Most
245	a, b	Title, subtitle	All
246	a	Other title	Some
250	a	Edition statement	Some
260 or 264	a, b, c	Publisher info	All
300	a, b, c	Paging, size, etc.	All
336, 337, 338		RDA identifiers	Most
440/490	a, v	Series info	Some
5XX		Notes	Some
6XX		Subjects	Most
7XX		Additional authors, actors, illustrator, etc.	Some
942	c	Item type	All
942	n	OPAC suppression	Some

Series resources

KDL What's Next

<http://ww2.kdl.org/libcat/whatsnext.asp>

Goodreads Series Search

<https://cse.google.com/cse/home?cx=002960089167042347160:8rxwxouel4i&hl=en>

MCPL Juvenile Series

<https://www.mymcpl.org/books-movies-music/read/juvenile-series-and-sequels>

Fantastic Fiction

<https://www.fantasticfiction.com/>

Order of Books

<https://www.orderofbooks.com/>

Amazon

<https://www.amazon.com/>

Sample Record

Title—245	The 23rd midnight [sound recording] /
Author—100	By: Patterson, James, 1947-
Additional authors—700	Contributor(s): Paetro, Maxine [author] LaVoy, January [narrator]
Leader—000	Material type: Sound
Series—490	Series: Women's Murder Club series ; bk. 23
Publisher—264	Publisher: New York, NY : Hachette Audio, [2023]
Edition—250	Edition: Unabridged edition
Description—300	Description: 7 audio discs (8 hr.) : unabridged, digital ; 4 3/4 in
ISBN—020	ISBN: 9781668625903 ; 1668625903
Other title—246	Other title: Twenty-third midnight
Subjects—6XX	Subject(s): Boxer, Lindsay (Fictitious character) -- Fiction Women's Murder Club (Imagin Copycat crimes -- Fiction
Genres—655	Genre/Form: Thrillers (Fiction) Audiobooks.
LOC classification: PS3566.A822 A619393 2023b	
OPAC view: Open in new window.	
MARC preview: Show	
Displays containing this title: New Adult Me	

Notes—5XX

Iola Public Library holdings (1)		Other holdings (6)		Descriptions (5)		
Activate filters Select all Clear all						
Showing 1 to 1 of 1 entries Search: Clear filter						
	Item type	Current library	Home library	Collection	Call number	Status
Items—952 ☐	Audio Media	Iola Public Library	Iola Public Library New	Audiobooks	CD-Audio M Patterson, James	Avail