

# Cataloging Made Easy

## Introduction

Cataloging items using Alexandria is a simple process, yet, the cataloging can be as detailed and as complete as you wish. Realizing that many users are not trained librarians or are librarians who may need a quick refresher, this help document has been prepared to meet those needs. It is by no means meant for the librarian who is extremely skilled in MARC cataloging. Please remember, the purpose of this help document is to provide information, ideas, suggestions, guidance for those who need help and not to dictate how cataloging must be done.

To reach the window to catalog a new item title:

- a. From the **Show** drop-down menu, select **Items**.
- b. On the menu bar, from the **Items** drop-down menu, select **New Title**.

## CIP

Cataloging in Publication (CIP) is an cataloging aid provided by many publishers. Most books published since the 1960s will contain CIP. Usually it is found on the back of the title page. (NOTE: For books published by National Geographic Society, the CIP appears at the end of the index. CIP is extremely helpful for institutions or libraries that do not order card catalog cards, MARC or MicroLIF records and for novice catalogers since it gives the proper main entry, title, subtitle (if there is one) statement of responsibility, summary and subject headings in addition to giving the Dewey Decimal Classification and Library of Congress Classification numbers.

NOTE: If CIP is not included in the book, work from the title page and not the cover of the book.

## Top of Window

### a. Call Number

Most schools and public libraries use the Dewey Decimal Classification system while universities use the Library of Congress Classification system. In CIP (Cataloging in Publication), the Dewey number appears in the middle of the last line right before the LCCN number. Since most Alexandria users are schools, their call numbers will generally contain two to five parts with each of the parts separated by a space.

1. **Collection Designation:** First is the shelving collection designation such as F or FIC for fiction, R or REF for reference items, SP or SPAN for Spanish, etc.
2. **Dewey Decimal Classification Number:** For non-fiction items, the proper Dewey Decimal Classification number is given next. Naturally, you would skip the Dewey number portion when dealing with fictional items or those items not using Dewey Decimal Classification numbers.

NOTE: When you look at a Dewey number in the CIP, it can be very long. Because the elements of a Dewey number have meaning, and because libraries may not want to use a number that stretches so many places past the decimal point, the possible breaking points are designated by a ' (i.e. 811'.5'08 can be stopped at 811 or 811.5 or 811.08 while 917.3'0022'2 (a book about the United States in color pictures) may not be stopped at the decimal point, but could be used as 917.3 or 917.30022 or 917.300222). Sometimes a slash may be used to indicate the same breakdowns.

- 3. Letters:** The next part is the letters representing the main entry frequently referred to as the Cutter. In the case of an author, it is generally the first three letters of the last name. For books with the title as a main entry, it is usually the first three letters of the title.

NOTE: Individual biographies are usually treated as an exception. For a biography, it might be the first three letters of the last name or the entire last name of the person about whom the biography is written.

NOTE: The general rule is, if you come to a space before you reach your letter limit, you stop at the space. A, An, and The are generally ignored when determining the Cutter. A is not ignored when it is an integral part of the title (*A, B, C* or *A is for Alice*).

- 4. Optional:** The year of publication can be added to the call number. For instance, if you have two sets of *World Book Encyclopedia*, you might choose to have the year included to make it easier to keep the sets separate when shelving. For example, the call numbers might be REF 031 WOR 1999 and REF 031 WOR 2000.
- 5. Optional:** The volume number is something that you might want to consider adding to the call number. Using the encyclopedia example again, you might want to add v. 1, v. 2 etc. to the **Copy Call Number**; thus, REF 031 WOR 2000 v. 1.

## b. Title

The **Title** field is a multi-line field which is used for the title, subtitle, and statement of responsibility. How much information other than the main title you put in the **Title** field is up to you, but it is recommended that you include the subtitle if it is given.

### Title tips:

Librarians usually only capitalize the first word of the title and all proper nouns. This probably stems back to the days of typing all the cards by hand and it was faster to not capitalize than to capitalize.

Use the title page of the book, not the cover of the book, for getting your information if CIP information has not been provided by the publisher.

The main title is usually in large print and the subtitle in smaller print.

The statement of responsibility appears on the title page. (i.e. Written and illustrated by George Jones.)

Type the title as it is. Do not put initial articles (a, an, the) at the end. The program will ignore them when alphabetizing. More about this later.

Do not put the series (Goosebumps, Enchantment of America, America the Beautiful, etc.) in the title field. The series name goes in the Series field.

Below are the directions which will show you how to add all three elements. If, there is no subtitle, but there is a statement of responsibility which you wished to include, then skip steps c and d.

To fill in a main title, a subtitle, and a statement of responsibility:

- a. Type the main title in the **Title** field.

- b. Press the <enter> key.
- c. Type : <space> and the subtitle on the next line -- no capitalization needed except for proper nouns. (i.e. : a love story)
- d. Press the <enter> key.
- c. Type / <space> and the statement of responsibility on the next line just as it is on the title page, but only capitalize proper nouns. (i.e. / written and illustrated by George Jones)

### c. Title Editor

The **Title Editor** is an icon that looks like a tiny book located just to the left of the **Title** field. While a book can have only one main title (245 tag in a MARC record), there are other tags that contain title-related information. You use the Title Editor to enter the information in the appropriate tag.

REMEMBER: You do not have to use any of the tags or subfields available through the Title Editor. In fact, very few of them would probably be used in K-12 schools. The Title Editor is there if you wish to easily add the information into other MARC tags so it will appear properly in the item record.

Clicking on the Title Editor icon brings up the **Title Editor** window. There are three icons on the left side of the Title Editor window : +, a, -.

- + Opens the **Select Record** window. This window has a drop-down menu of the various kinds of tags with a name designating the type of information for which the tag should be used..
- a Opens the **Select Field** window. This window has a drop-down menu of the various subfields available for the tag with a name designating the type of information for which the tag should be used.
- The minus removes an entire tag.

NOTE: There are some tags that are not repeatable. For instance, you can not have two 130 - Uniform Title tags for the same item record.

NOTE: Some subfields are not repeatable.

NOTE:If a subfield is not needed, leave it blank and Alexandria will delete the unused subfields when the record is saved.

#### Tags available using the Title Editor:

**130 - Main Entry - Uniform Title** -- For instance, this might be used for different forms of Mother Goose or the Bible (and parts thereof).

130\_a Mother Goose

**210 - Abbreviated Title** -- An abbreviated title is one that is abbreviated for indexing or identification (i.e. Annu. rep. - Dep. Public Welfare)

210\_a Annu. rep. - Dep. Public Welfare

**222 - Key Title** -- A unique title for a serial (periodical) that is assigned in conjunction with an ISSN (i.e. Journal of polymer science)

222\_a Journal of polymer science.

**240 - Uniform Title** -- Example: Poems. Selections.

240\_a Poems (Uniform title)  
\_k Selections (Form subheading)

**242 - Translation of Title by the Cataloger** -- Used for a translation of the title when the person cataloging the item does the translating.

242\_a World of art (Title)  
\_y eng (Language code of the translated title)

**243 - Collective Uniform Title** -- A generic title made by the cataloger to collect works by a very prolific author (i.e. Works.)

243\_a Orchestra music (Uniform title)  
\_k Selections (Form subheading)

**246 - Varying Form of Title** -- Use this for titles which contain a number that might be spelled out. For example: 101 dalmations and One hundred and one dalmations.

246\_a One hundred and one dalmations

**247 - Former Title or Title Variations** -- If a book was published previously under a different title, then this is an appropriate tag to use so that patrons can locate it under the new title. Example: Code name Kris was republished as Kris's war, so a 247 tag is appropriate for Code name Kris.

247\_a Code name Kris

**730 - Added Entry - Uniform Title** -- Added entries were those extra non-subject heading cards that were put in the catalog to help patrons locate the item. You choose not to make a 130 tag, but still want people to be able to locate an item by the uniform title, so you can accomplish that using the 730 tag.

730\_a American heritage

**740 - Added Entry - Uncontrolled Related / Analytical Title** -- Using the Lands and People set as an example. There are six volumes. Each volume has its own title, but it is part of the Lands and People set. Each volume could be cataloged separately and a 740 tag made for each giving Lands and people in the \_a subfield and the volume number in the \_n subfield.

740\_a History of the world (Uncontrolled related / analytical title)  
\_n Part 1 (Number of part / section of a work)

The subfields that are used / allowed differ from tag to tag, so it will be necessary to click on the **a** icon to access the list for the tag you are adding. For further information on each of the subfields, go to <http://lcweb.loc.gov/marc/bibliographic/> then choose the appropriate area.

#### d. Policy

The policy field is a drop-down menu from which you choose the appropriate policy for the item. Policies for items are set up in **Preferences** before you start cataloging.

#### e. Medium

What kind of item is it? The default medium is Book, but you can establish as many different kinds of mediums as you need. Click on the **Medium** drop-down menu and select the appropriate medium.

To add a new medium:

- a. Click on the **Medium** drop-down menu on the **Items** window.
- b. Select **Add NEW Medium** and a window will appear.
- c. Enter the new medium type and click on **OK**.

#### f. # Non-filing Characters

When a title begins with an article (A, An, The), you do not want the program to file the title using that word. The number of letters in the initial article plus one for the space equals the number of non-filing characters. So, if the title begins with "The", that is four non-filing characters. If the title begins with "A", then the number of non-filing characters is two. If a book is entitled *A B C, 1 2 3*, you would want to have the title filed using the "A", so you would set the **# Non-Filing Characters** to 0. You set the number of characters to ignore using the drop-down menu. If a title begins with punctuation such as . . . *And now, Miguel*, be sure to set the number of non-filing characters appropriately so the title files under the letters and not the ".".

#### g. Volume

Some users chose to catalog individual volumes of a set such as a set of encyclopedias as separate items. In this case, the volume number would be entered in the **Volume** field. Cataloging each volume as a separate title allows users to place holds on specific volumes if the policies allow. Individual volumes of a set should be cataloged as separate titles if they have subtitles that differ or need different subjects.

#### h. Edition

At times, there will be a statement on the title page or the verso (back side of the title page) referring to what edition it is such as "Fourth Edition," "Revised Edition," etc. This may or may not be important information in your library. Should such a statement be given and you want to include that information, enter it in this field.

#### i. LCCN

LCCN stands for Library of Congress Catalog Number. This is a unique identification number given to the item by the Library of Congress' Cataloging Department. Most books published in the United States will have an LCCN; however, very old books will not have such a number. This number has two parts divided by a hyphen. The first part is the year and the second part is the number. It is found on the verso of the title page and, if there is CIP, it is found at the end of the CIP.

The LCCN is important. When you are importing item records and you have specified that Alexandria check for matching records, this is one of the fields used to check for duplicate records.

Enter the LCCN in this field without the hyphen.

## j. ISBN

The ISBN stands for International Standard Book Number. It is the unique identification number assigned to the book by the publisher. Sometimes two or more numbers are assigned to the same book depending on the type of binding (paperback, trade, or library).

This number can be found in various places and may take a bit of work to locate it. Generally, it is on the verso of the title page; however, it may appear on the front flap of the cover, on the outside back cover, or even on the spine of the book.

ISBN s use the last digit to determine its validity. It is called a check-digit. A mathematical formula is used to "check" if the ISBN was correctly entered and assigned. If the ISBN is wrong, Alexandria will put a "?" before it..

Enter the entire number from the first single digit to the last digit or letter. Do not use the hyphens.

## k. Author

The **Author** field is used for the primary author. If two or three authors are given for a work, the first or primary author is entered in this field. If there are more than three authors, none of them are entered in the Author field.

The entry in the Author field should be made as follows:

Last Name, <space>First Name Middle Name

### Author tips:

Second and third authors are entered using the **Author Editor**.

In the case of a picture book with few, if any, words, the illustrator may be entered in the Author field. In other cases, the illustrator is entered using the Author Editor.

Editors or Compilers should not be put in the Author field! Those individuals are entered using the Author Editor. It is really okay not to have anything in the Author field in this case. The title will become the main entry for the item.

Pseudonyms, such as Mark Twain or Dr. Seuss are totally acceptable as the main entry. The real name of the author can also be entered using the Author Editor.

## l. Author Editor

The **Author Editor** is an icon that looks like a tiny Shakespeare profile located just to the left of the Author field. While a book can have only one main author (100 tag in a MARC record), there are other tags that contain contributor-related information. You use the Author Editor to enter the information in the appropriate tag.

REMEMBER: You do not have to use any of the tags or subfields available through the Author Editor. The Author Editor is there if you wish to easily add the information into other MARC tags so it will appear properly in the item record.

Clicking on the Author Editor icon brings up the **Author Editor** window. There are three icons on the left side of the Author Editor window : **+**, **a**, **-**.

- +** Opens the **Select Record** window. This window has a drop-down menu of the various kinds of tags with a name designating the type of information for which the tag should be used.
- a** Opens the **Select Field** window. This window has a drop-down menu of the various subfields available for the tag with a name designating the type of information for which the tag should be used.
- The minus removes an entire tag.

NOTE: There are some tags that are not repeatable. For instance, you can not have two 100 - Main Author tags for the same item record.

NOTE: Some subfields are not repeatable.

NOTE: If a subfield is not needed, leave it blank and Alexandria will delete the unused subfields when the record is saved.

#### Tags available using the Author Editor:

**100 - Main Entry - Personal Name** -- This is the main entry that is a personal name of the author and is the author field in Alexandria. If you use a 100 tag, you can not use a 110 or 111 tag for the same item.

100_a John	(Personal Name)
_b XXIII	(Numeration)
_c Pope	(Title(s))
_d 1881-1963.	(Dates of birth -- and death)

**110 - Main Entry - Corporate Name** -- This tag is used for a corporation or government body that is the author. For instance, National Geographic Society or United States. Department of State (Department of State would be in subfield \_b). If you use a 110 tag, you can not use a 100 or 111 tag for the same item.

110_a Utah	(Corporate or jurisdiction name)
_b Arts Council	(Subordinate body)

**111 - Main Entry - Meeting Name** -- This is the name of the meeting with a subfield \_c for the place of the meeting and a subfield \_d for the date. (i.e. Paris Peace Conference 1919-1920. If you use a 111 tag, you cannot use a 100 or 110 tag for the same item.

111_a Expo '67	(Meeting name)
_c (Montreal, Canada)	(Location of meeting)

**700 - Added Entry - Personal Name** -- This tag is used for persons who are not the main author such as illustrators, co-authors, editors, compilers, etc. Subfield \_e is for the relator term such as ed., comp. ill.

700_a Williams, George	(Personal name)
_d 1921-1994	(Dates of birth -- and death)

\_e comp. (Relator term)

**710 - Added Entry - Corporate Name** -- This tag is used for the name of a corporation associated with a title. (i.e. White House Historical Association)

710 \_a National Geographic Society (U. S.) (Corporate Name)  
\_b Special Publications Division (Subordinate body)

**711 - Added Entry - Meeting Name** -- This tag is used for the name of a meeting associated with a title. ( i.e. Van Cliburn International Piano Competition)

711 \_a National Health Insurance Meeting (Meeting)  
\_d (1980 : (Date of meeting)  
\_c Washington, D. C.) (Location of meeting)

The subfields that are used / allowed differ from tag to tag, so it will be necessary to click on the **a** icon to access the list for the tag you are adding. For further information on each of the subfields, go to <http://lcweb.loc.gov/marc/bibliographic/>, then choose the appropriate area.

## Publication Tab

### a. Publisher

The publisher is generally listed on the title page at the bottom. You may also find the publisher listed on the verso.

This is sometimes a bit confusing because statements such as "A Yearling Book" or "A Penguin Book" may be given. Neither of these is the publisher, but a publisher's series which uses the 490 MARC tag and should not to be confused with a series such as Goosebumps or Fear Street that is entered in the **Series** field which uses the 440 tag.

### b. Place

The place of publication usually is given near the publisher statement on the title page, but may also appear on the verso.

#### Place tips:

If more than one city is listed, use the first.

If the city is well-known, it is not necessary to put the state or country, but if the city is not well-known, then add the city. (i.e. Springville, UT)

### c. Year

The year of publication is not always given on the title page, but if it is, use that date. The next source of a date is the copyright date which is found on the verso of the title page. If more than one date is listed after the word, copyright, use the most recent after a "c" (i.e. c1984).

### d. Series

This field is used for the series such as Goosebumps, Fear Street, America the Beautiful, Enchantment of America, etc. The series should never be entered in the **Title** field. This is a searchable field, so patrons will find the series if an **All Words** or **Series** search is used.

### e. Extent

Extent is the term used for the physical description of the book. Include in this field the number of pages, illus. if it is illustrated, size, etc.

## Subjects Tab

The **Subject Editor** is on the **Subjects** tab. You use the Subject Editor to enter subject terms in the appropriate tags and subfields.

REMEMBER: You do not have to use any of the tags or subfields available through the Subject Editor. The fields are watermarked to indicate what type of information should be entered in that space. The Subject Editor is there if you wish to easily add the information into other subject-related MARC tags so it will appear properly in the item record.

There are three icons on the left side of the Subject Editor pane: **+**, **a**, **-**.

- +** Opens the Select Record window. This window has a drop-down menu of the various kinds of tags with a name designating the type of information for which the tag should be used..
- a** Opens the Select Field window. This window has a drop-down menu of the various subfields available for the tag with a name designating the type of information for which the tag should be used.
- The minus removes an entire tag.

NOTE: There are some subfields are not repeatable.

NOTE: If a subfield is not needed, leave it blank and Alexandria will delete the unused subfields when the record is saved.

### Tags available using the Subject Editor:

**650 - Topical Term** -- This tag is used for the subject (s) of the work.

650_a United States	(Topical heading)
_x History	(General subdivision)
_y Civil War, 1861-1865	(Chronological subdivision)
_z Georgia	(Geographic subdivision)

**600 - Personal Name** -- This tag is used for the name of a person who is the subject of the work being cataloged.

600_a Shakespeare, William	(Personal name)
_d 1564-1616	(Dates of birth -- and death)
_x Criticism and interpretation	(General subdivision)

**610 - Corporate Name** -- This tag is used for the name of a corporation which is the subject of the work being cataloged.

610_a United States	(Corporate or jurisdiction name)
_b Marine Corps	(Subordinate unit)
_x History	(General subdivision)
_y Vietnamese Conflict, 1961-1975	(Chronological subdivision)

**611 - Meeting Name** -- This tag is used for meetings that are the subject of the work.

611\_a Lewis and Clark Expedition (Meeting name)  
\_d (1804-1806) (Date of meeting)

**630 - Uniform Title** -- If there is a uniform title associated with the work, this tag is used.

630\_a Bible (Uniform Title)  
\_p O. T. (Name of part/section of a work)  
\_p Genesis (Name of part/section of a work)  
\_v Commentaries (Form subdivision)

**651 - Geographical Name** -- This tag is used for works about specific places.

651\_a Mexico (Geographic name or place)  
\_x Description and travel (General subdivision)  
\_y 1981 - (Chronological subdivision)

**655 - Index Term (Genre/Form)** -- The genre term tag is used to help patrons locate items written in the same style or categories (i.e. science fiction, romantic fiction, etc)

655\_a Dog stories (Genre/form data or focus term)

The subfields that are used / allowed differ from tag to tag, so it will be necessary to click on the **a** icon to access the list for the tag you are adding. For further information on each of the subfields, go to <http://lcweb.loc.gov/marc/bibliographic/> then choose the appropriate area.

## Categories Tab

There are three panes on the **Categories** tab: **Bibliography**, **Curriculum** and **Interest Code**. These are optional but useful fields because they are searchable.

### a. Bibliography

If, for instance, there is a state book award list, you could enter that list name in this field (i.e. Utah Children's Book Award List 1999). If a certain teacher has a reading list, that could also be entered in this field. (i.e. Mrs. Smith's English 9 Reading List)

### b. Curriculum

Some teachers repeat the same units year after year and they will want the same books each time. Use this field to enter that information. Example: Mr. Olsen's Utah Indians Unit.

### c. Interest Code

For schools that do not use a study program such as Accelerated Reader, this area allows the cataloger to indicate an interest level for the books. Examples: K - 3, 4 - 6, Young Adult, etc.

## Notes Tab

The **Notes** tab is divided into two areas: **Content Notes** and **General Notes**.

### Content Notes

Content Notes can be very helpful for both the patrons and the librarians. For instance, if the titles of short stories contained in a story collection or songs on a record or cassette are entered in this field, then patrons can use an All Words search to search for the short story or song and find it.

To enter content notes:

- a. Click on the **Notes** tab.
- b. Click in the **Content Notes** pane.
- c. Enter the contents separating the entries by **<space>--<space>**.
- d. Put a period (.) after the last entry.

Example: Cinderella -- Sleeping Beauty -- Snow White -- Alice in Wonderland.

### **General Notes**

General Notes are used for information about the item. Examples of such information are: Includes index. CD in pocket.

To enter General Notes:

- a. Click on **Notes** tab.
- b. Click in **General Notes** pane.
- c. Type each note and press **<enter>** at the end of each note.
- d. Click on **Save** after you have entered all information for the item.

## **Summary Tab**

The summary is a short description of what the book is about. A summary is usually part of the CIP.

Enter the summary from the CIP or one of your own in the field on this tab.

## **Statistics Tab**

Some items that are cataloged you may not want to show in Alexandria Researcher. For instance, you may catalog your equipment, but not want patrons to see those items. On the Statistics tab is a check box labeled Don't Show in Researcher. Check the box if the item you are cataloging should not be shown on a Researcher Workstation or on the Web.

## **Attachments Tab**

When cataloging electronic media such as websites, files, sound or movies, the **Attachments** tab is used to attach it to the item record.

To add a URL:

- a. Click on the **Add URL** button.
- b. Type in the URL name.
- c. Type in the URL location.
- d. Click on **OK**.

- e. When completely finished with the item record, click on **Save**.

## Study Programs Tab

If your school does not use as study program such as Reading Counts or Accelerated Reader, skip this tab.

If your school does use a study program:

- a. Select the desired study program from the **Program Name** drop-down menu.
- b. Select the interest code range using the two drop-down menus.
- c. Enter the reading level.
- d. Enter the point count.
- e. Enter the test number.
- f. Enter the holding code.
- g. If you do have the test and want this item indexed in the **Study Programs** index, check the **Indexed** box. If you do not currently have the test, you should not check the **Indexed** box. This will keep the study program information from being indexed and searchable for this item.

## Copy Info Tab

**Barcode** -- The barcode is supplied by Alexandria based upon what you have set in **Item Management** preferences; however, it can be changed.

**Copy#** -- The copy number is inserted by Alexandria as the copies are added.

**Volume** -- Put the volume information in this field. If you are using a single record for a multi-volume set, this will aid in identifying which volume is connected to the copy.

**Call #** -- This is the copy call number. It is entered based upon the content of the **Title Call Number** field. If you are cataloging a multi-volume set using just one title record, you can add the volume number (i.e. v. 2) as the last line of the call number.

**Policy** -- The policy is required and is selected from the drop-down menu.

**Condition** -- Select the appropriate condition from the drop-down menu.

**Vendor** -- Adding the vendor's name to the copy record is optional.

**Accession Date** -- This is the date that the copy record was added. Alexandria provides this automatically.

**Collection** -- This is the Alexandria term for library or school. Enter your school code here.

**Location** -- This is the secondary location term. For instance, if you have two libraries within one school building, use this term to identify which one the copy belongs to.

**Purchase Cost** -- Enter the amount that the copy cost in this field.

**Replacement Cost** -- An item may have been purchased long ago or second hand and have a lower cost than it would to replace the item. Enter the replacement cost in this field.

**Funding Source** -- Many libraries keep track of gifts, the budget used or the Chapter I funding. This field is optional, but is where such information is entered.

**Inventory Date** -- This is the date that Alexandria last "saw" the book. Alexandria will provide this date since it is generated every time the item is checked in or out or inventoried.

After you have filled out all the fields you wish on the **Copy Info** and **Copy Notes** tabs, click on **OK**. Then, click on **Save** on the item record.

## Copy Notes Tab

There are two types of copy notes -- copy notes and alert notes.

**Copy notes** might include such information as a damage statement (8-30-2002 Cover dog chewed).

**Alert notes** are used for information you want to see when checking out or checking in the item such as "CD inside back cover."

## Cataloging Multi-volume Sets

If you look at Library of Congress records or the records of collegiate or public libraries, you will note that multi-volume sets such as encyclopedias are cataloged as a single record with the extent information showing the number of volumes in the set. The copy call number will have the volume number as the last line of the call number.

Another way used by some school libraries is to catalog each volume separately. Imagine searching for World Book Encyclopedia and having 48 separate entries being displayed because the library has two different editions and there are 24 individual records for each edition.

### a. Using Duplicate Title

This method of cataloging multi-volume sets would work well with sets like *Lands and People* where each volume has a unique subtitle.

To catalog a multi-volume set using Duplicate Title:

- a. Catalog the item and add a copy.
- b. Enter the volume number of the first volume in the **Volume** field on the item record.
- c. **Save**.
- d. Go to the **Items** drop-down menu on the menu bar and choose **Duplicate**.
- e. On the **Duplicate** window, select **Duplicate Title** and enter the number of volumes *less one*. (You have already entered the first one.)
- f. If you want the copy and alert notes also copied, check the box.
- g. Click on **OK**.
- h. Go to each record and click on the end of the title. Press **<enter>**, then type : **<space>** and the subtitle of the volume.

- i. Enter appropriate subjects for the volume.
- j. When all necessary changes have been made to the record, click on **Save**.
- k. Repeat steps h - j for each volume's record.

## b. Using Duplicate Copy

This method of cataloging multi-volume sets would work well with sets like *World Book Encyclopedia*.

To catalog a multi-volume set using Duplicate Copy:

- a. Catalog the item and add a copy.
- b. **Save**.
- c. Go to the **Items** drop-down menu on the menu bar and choose **Duplicate**.
- d. On the **Duplicate** window, select **Duplicate Copy** and enter the number of volumes *less one*. (You have already entered the first one.)
- e. If you want the copy and alert notes also copied, check the box.
- f. Click on **OK**.
- g. Go to each copy record and type **<space> v.** and the number of the volume at the end of the copy call number. (i.e. v. 2).
- h. Enter the volume number on the copy record.
- i. When all necessary changes have been made to the copy record, click on **Save**, then **OK** on the copy record.
- j. Repeat for each copy record until all changes have been made. Then, click on **Save** on the item record.
- k. When all necessary changes have been made to the record, click on **Save**.