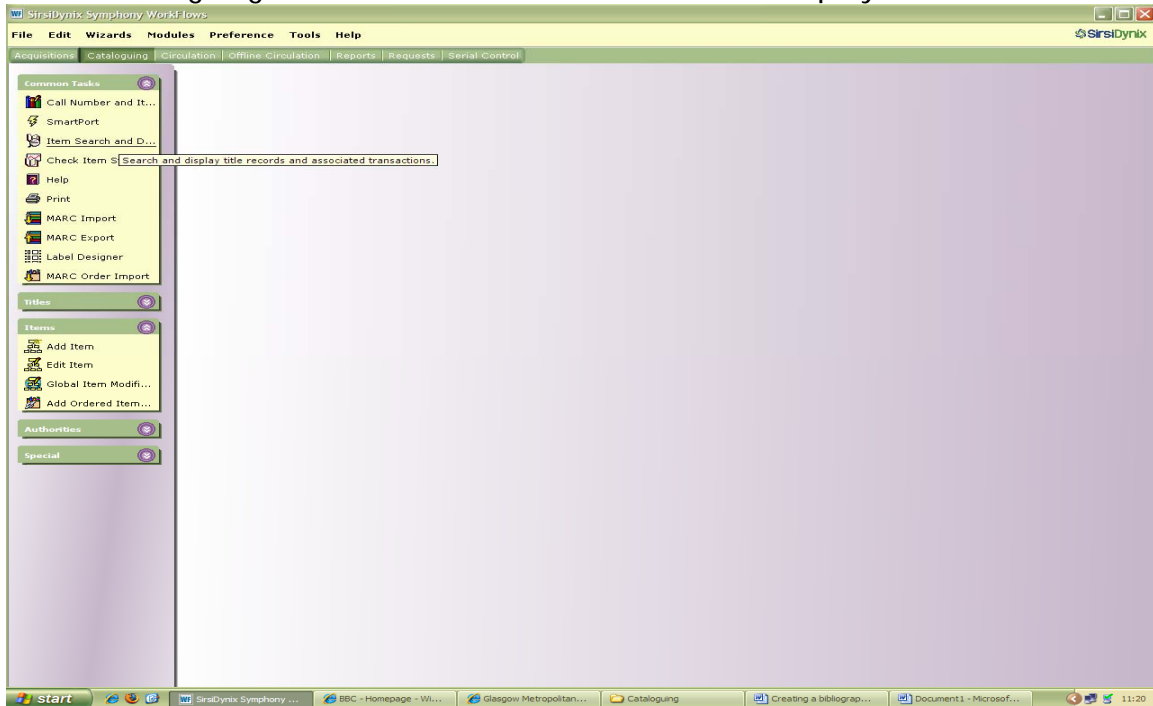
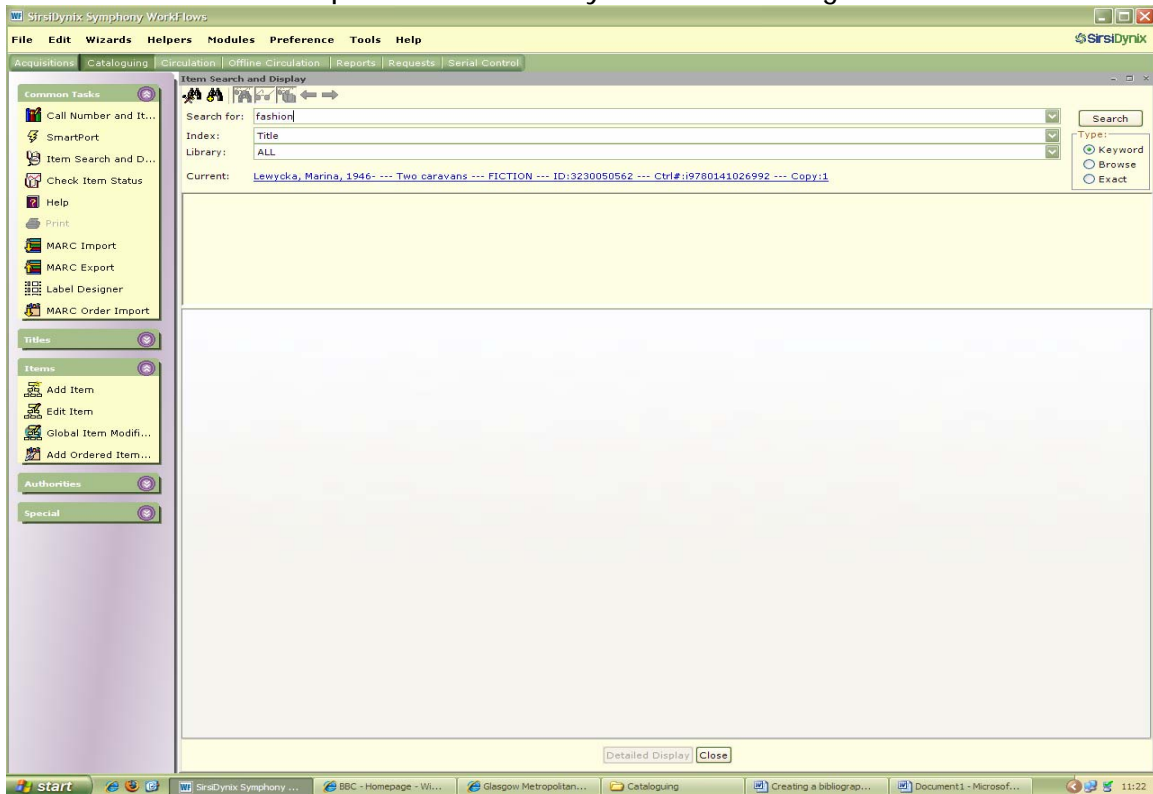


Using a bibliographic record from another location

In the cataloguing module, click on "Item search and display".



Search for the title required. Make sure you are searching across ALL libraries.



Click on the title you require from the list of results. You are presented with the bibliographic record.

The screenshot shows the 'Item Search and Display' window in SirsiDynix Symphony Workflows. The title bar reads 'The men's fashion reader / McNeil, Peter, 1966-'. The 'Control' tab is selected, showing a table of fields:

Rec_Type	a	bib_Lvl	m	TypeCtrl	Enc_Lvl
Desc		Entrd	080925	Dat_Tp	s
Date2		Ctr	enk	Illus	a
Repr		Cont		GovtPub	ConfPub
Festschr	0	Indx	0	Fiction	0
Lang	eng	Mod_Rec		Source	d

Below the table is a list of tags and contents:

Tag	Ind.	Contents
001		014766104
003		Uk
005		20090527122200.0
015		GBA084802 zbnb
020		9781845207861 (hbk.) : c£60.00
020		1845207866 (hbk.) : c£60.00
020		9781845207878 (pbk.) : c£22.99
020		1845207874 (pbk.) : c£22.99
040		STDuBDS beng cSTDuBDS
082	04	391.1 222
245	04	The men's fashion reader / cedited by Peter McNeil, Vicki Karaminas.
240		Oxford : bBerg. c2009.
263		200901
300		1 v. : bill.
596		GN
650	0	Men's clothing.
700	1	McNeil, Peter. d1966-
700	1	Karaminas, Vicki.
916		700/1=NEW

Under the call number/item tab you can see that no copies are available at this library (the Met).

The screenshot shows the 'Item Search and Display' window with the 'Call Number/Item' tab selected. The title bar reads 'The men's fashion reader - McNeil, Peter, 1966-'. The 'Item Info' section is expanded, showing the following details:

Call number information

- Call number: 391.1
- Class scheme: DEWEY
- Call library: GN
- Shadow call number: No

Item information

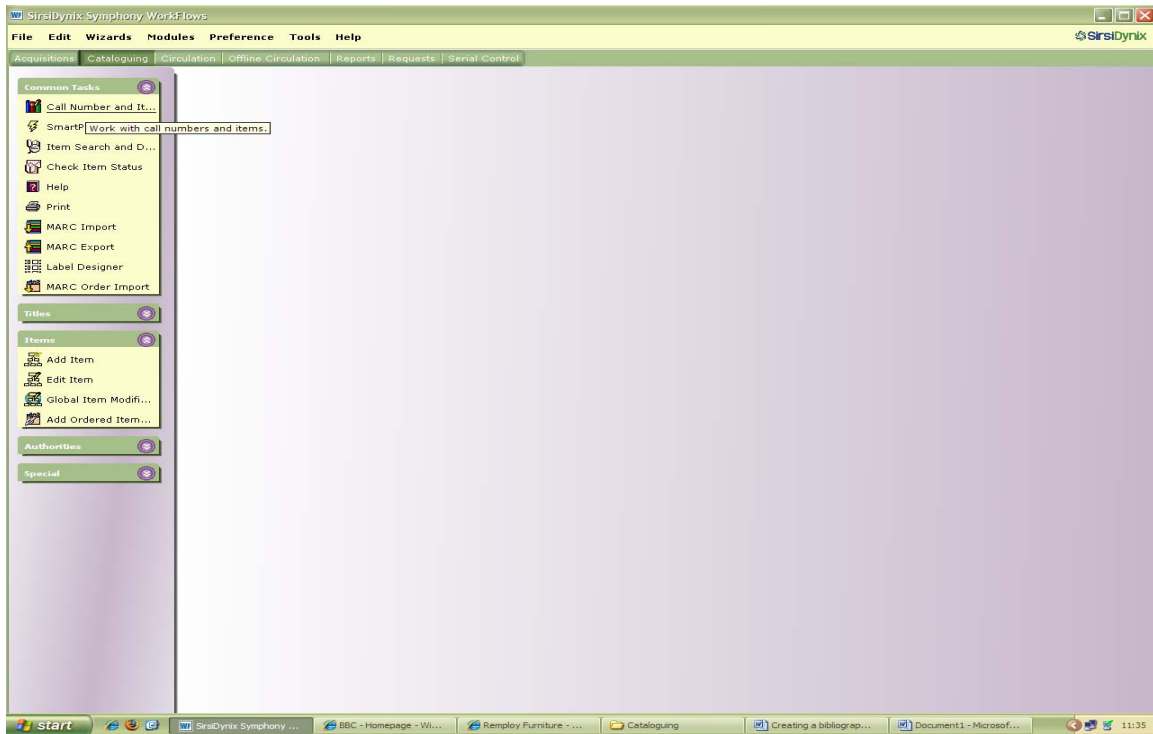
- Item ID: 3230169471
- Copy number: 1
- Type: GN2W
- Item library: GN
- Home location: GNL
- Current location: GNL
- Item cat1:
- Item cat2:
- Media desk:
- Number of pieces: 1
- Total charges: 0
- Price: £20.00
- Permanent: Yes
- Circulate: Yes
- Shadow item: No

Extended information

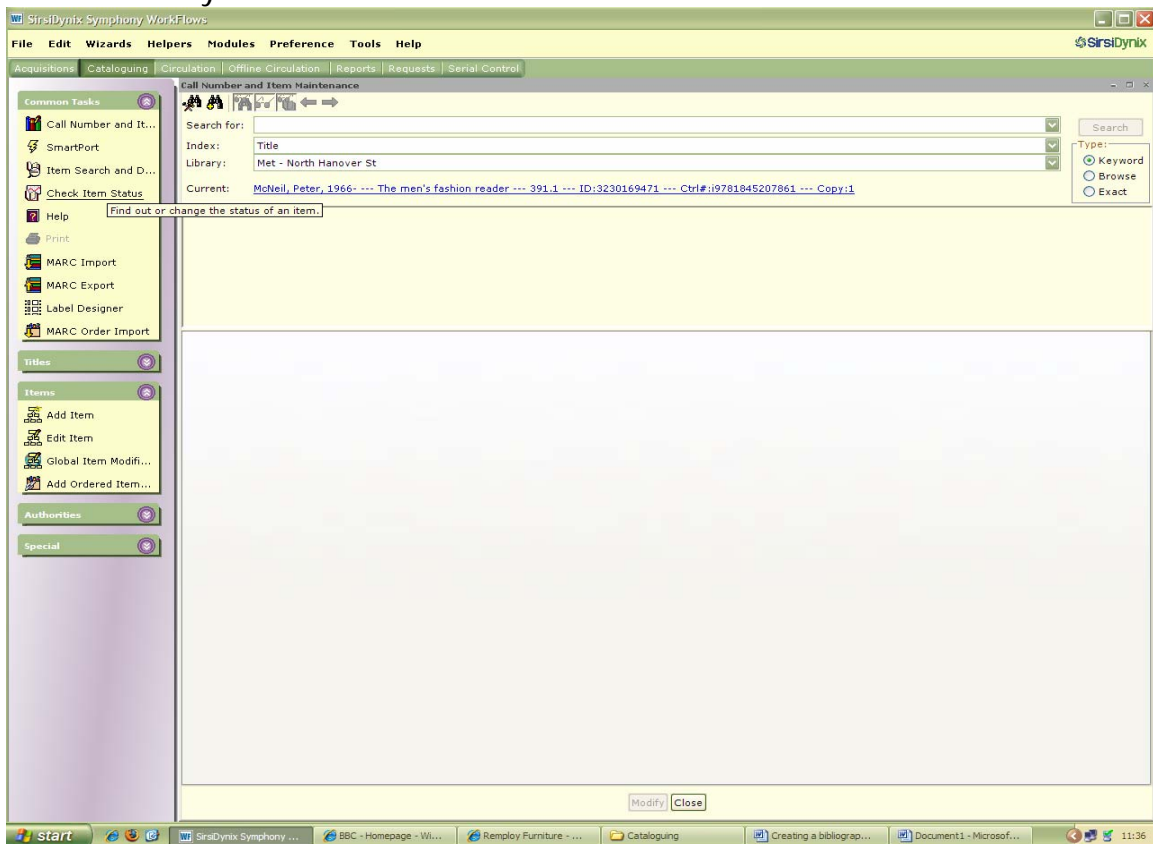
Tag	Contents
CIRCNOTE	
PUBLIC	
STAFF	

Additional fields shown include: Date created: 27/5/2009, Date last charged: Never, Date due: none, Last discharged: Never, Date inventoried: Never, Times inventoried: 0, Previous user ID, Last activity: 27/5/2009, In-house uses: 0.

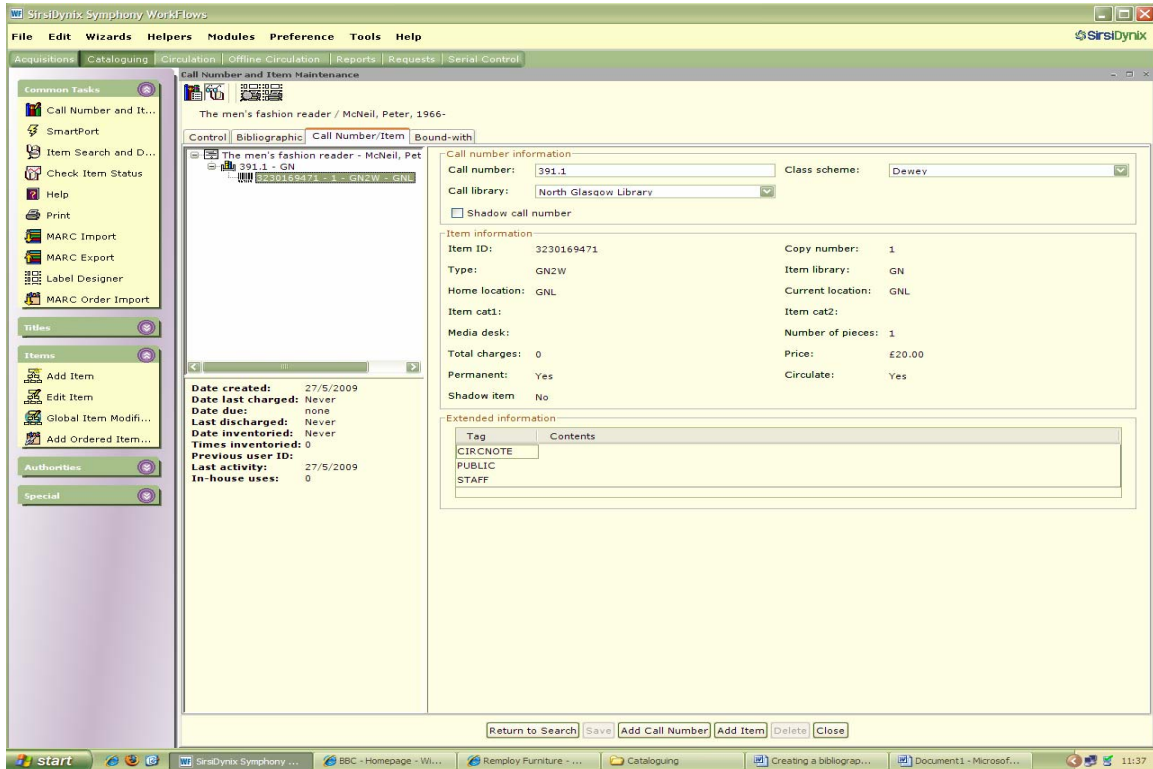
Close the record and click on "Call number and items".



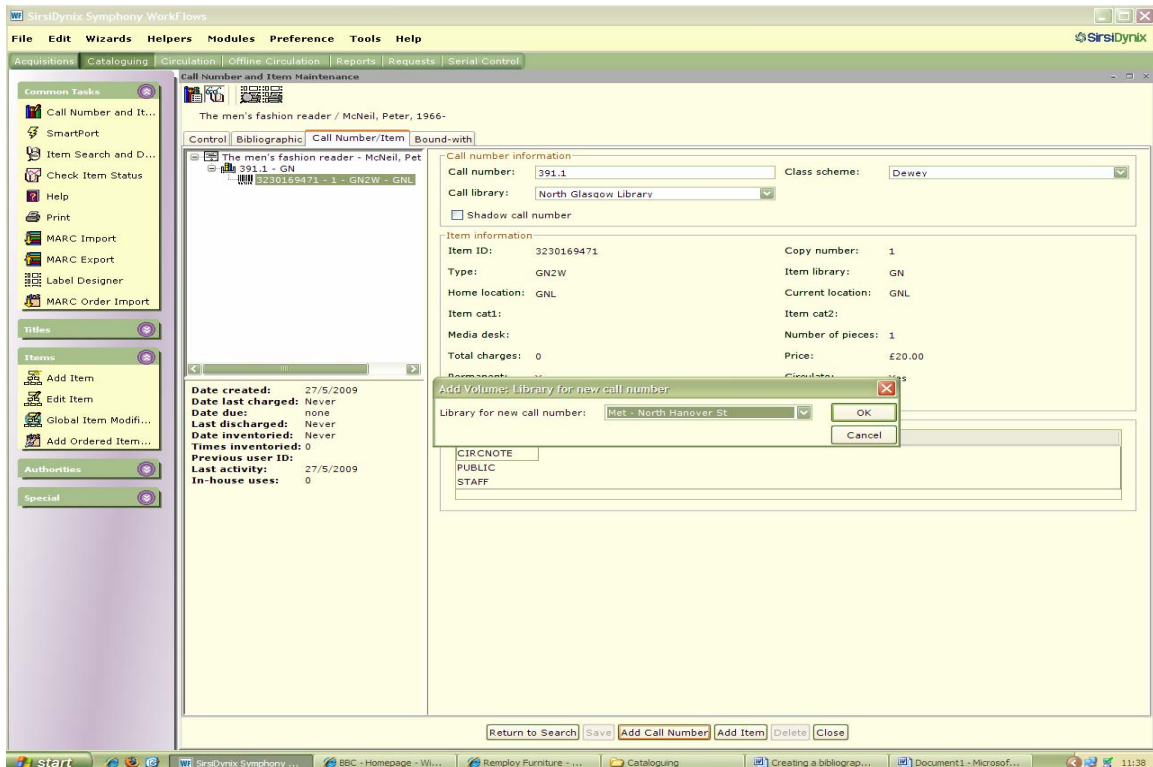
The last title you searched for has been retained. Click on the blue link.



You now are presented with a call number/item display. Click on "Add Call Number".



You are then asked to choose the library for a new call number. Choose your own location.



You can now add the required call number and item fields. Once you have completed this, save the record.

