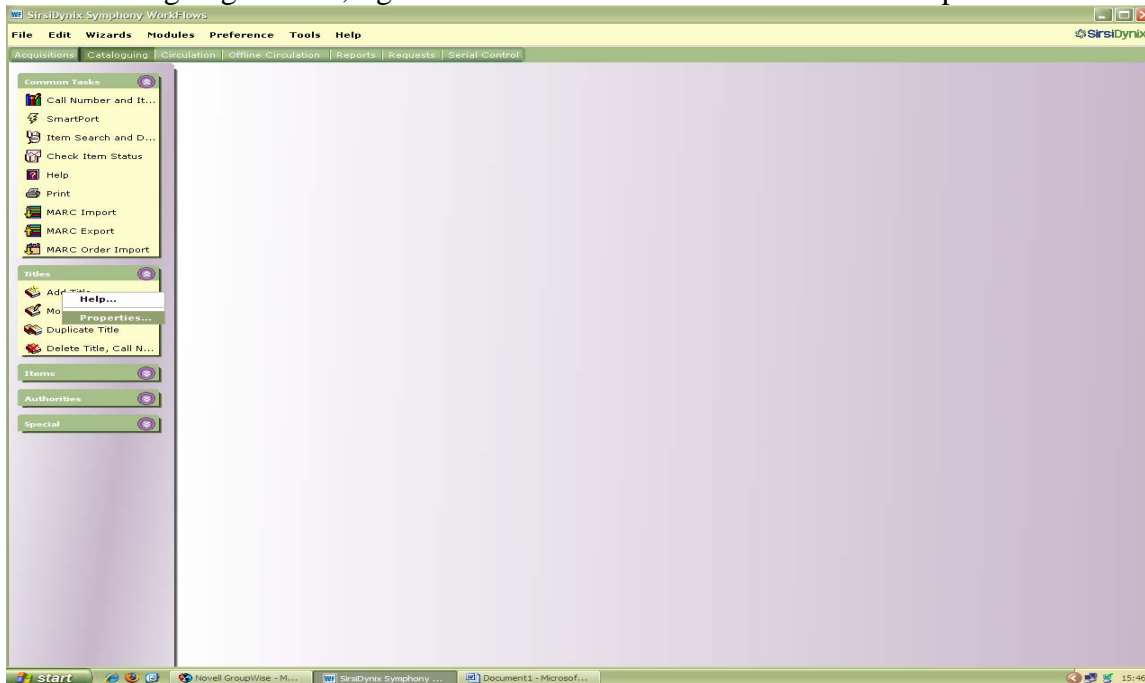
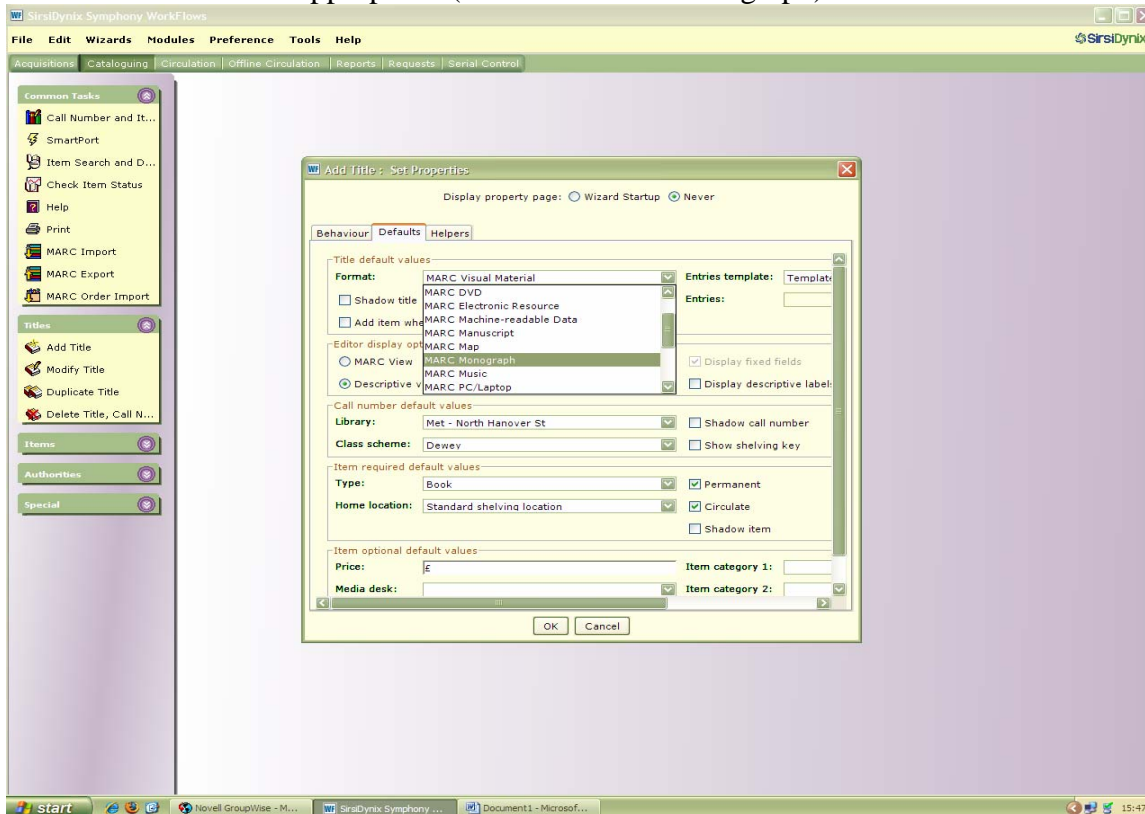


Creating a bibliographic record from scratch

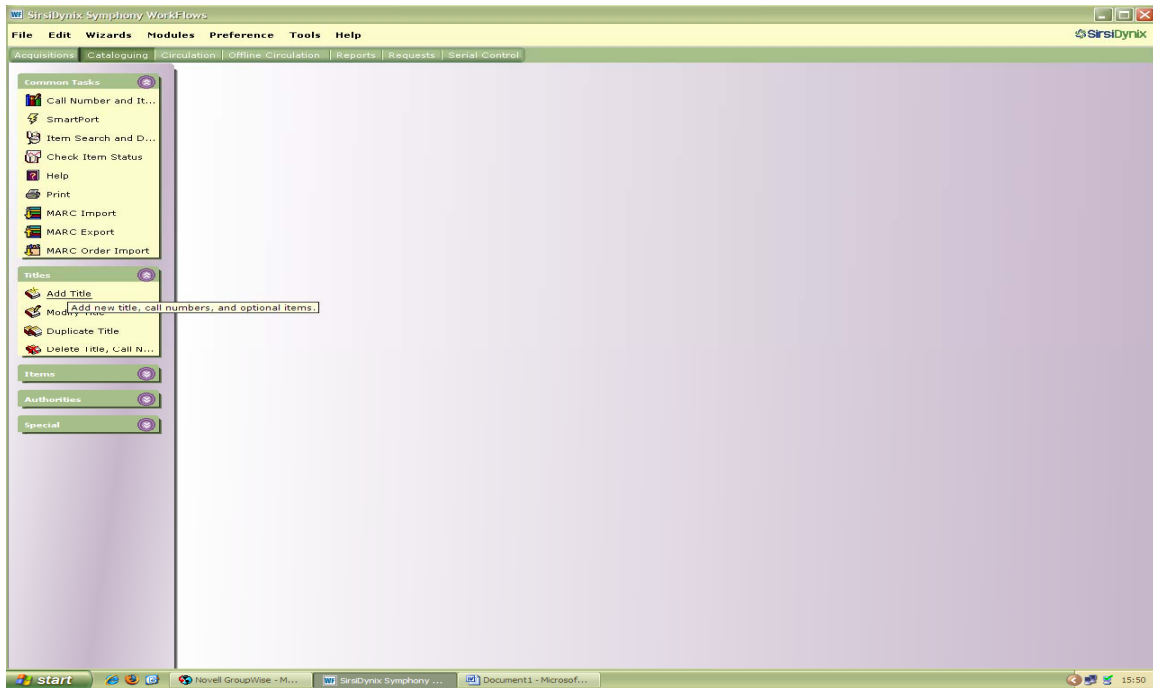
In the cataloguing module, right click on “Add Title”. Left click on “Properties”



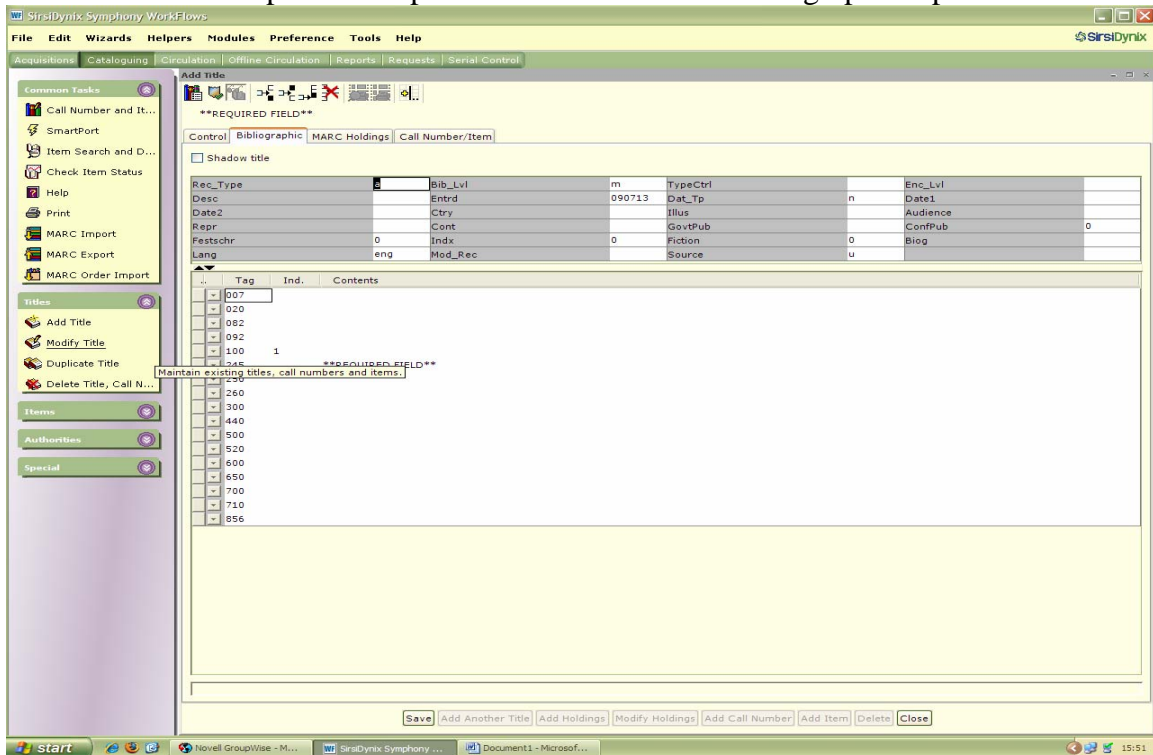
Under the “Format” drop down toolbar you are presented with a list of MARC templates. Choose the one that is appropriate (book is MARC Monograph). Click “OK”.



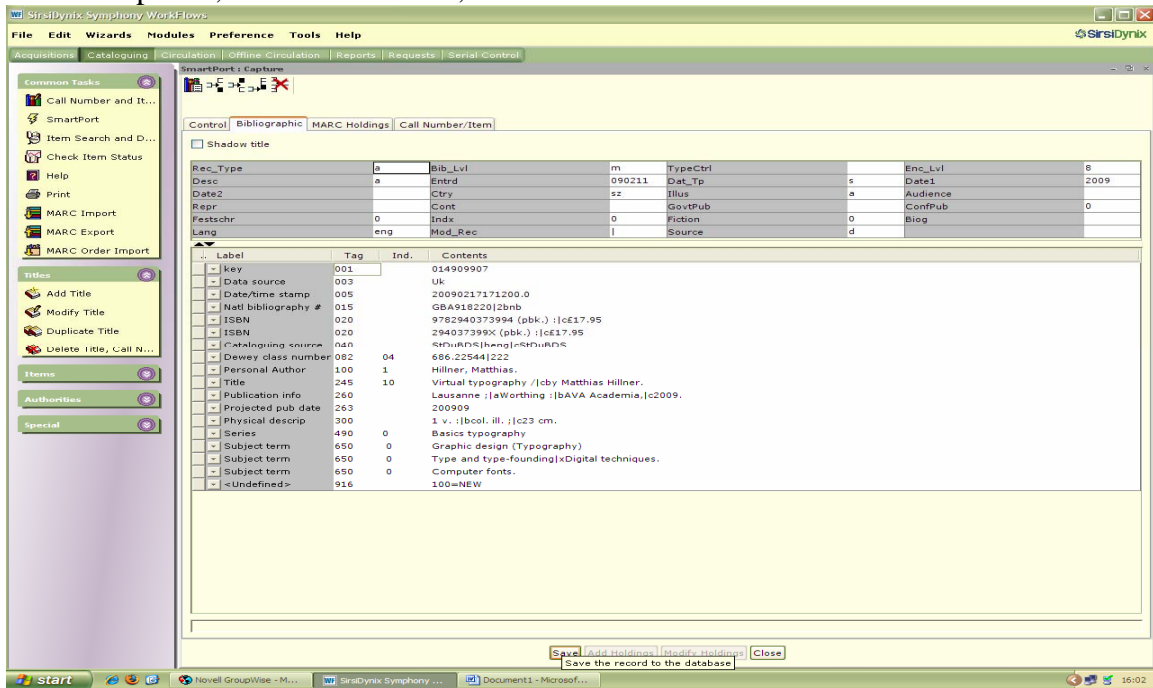
Left click on “Add Title”.



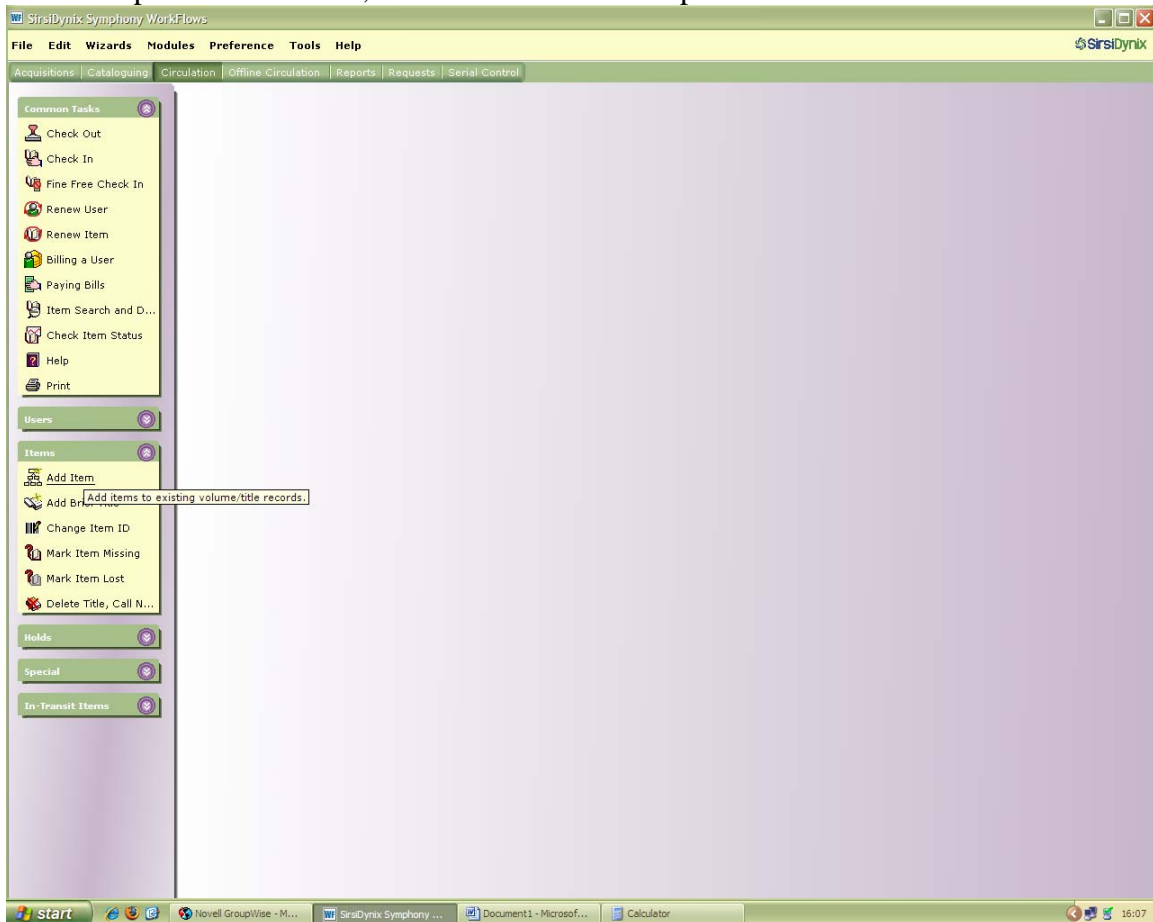
A blank MARC template will open. In this case this is a monograph template.



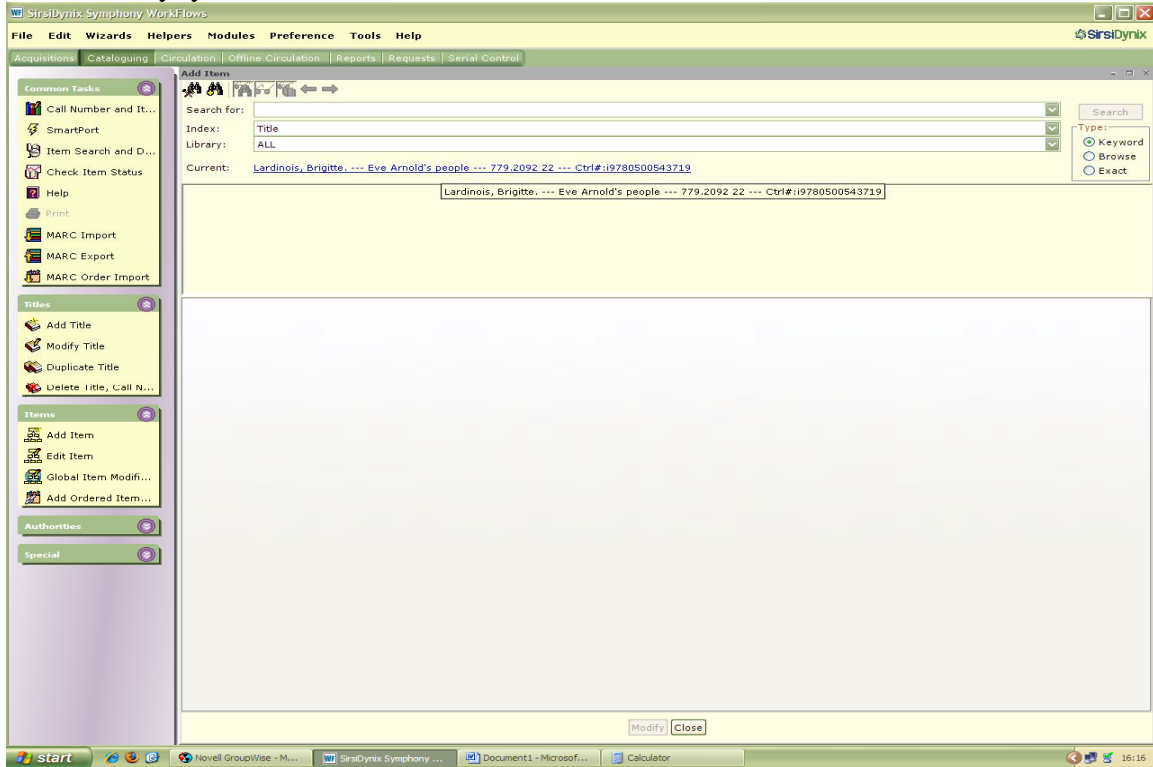
Once completed, to save the record, click “Save” then “Close”.



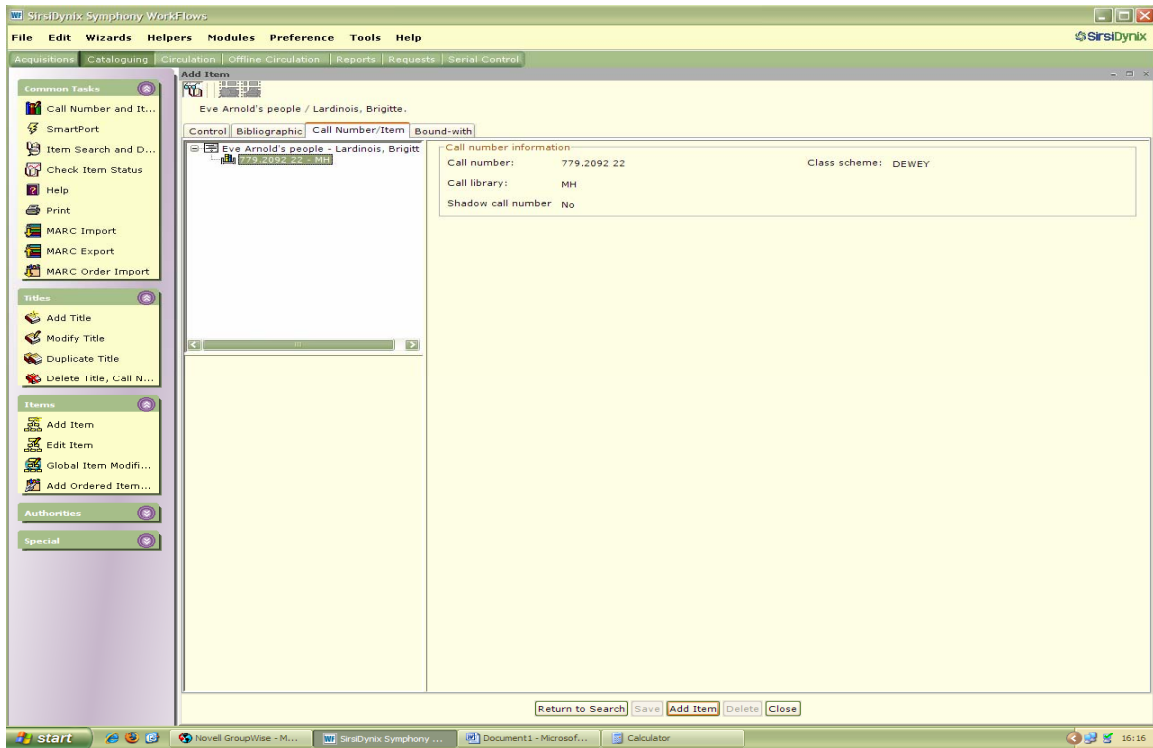
To add copies to this record, select the “Add Item” option within the Items wizard.



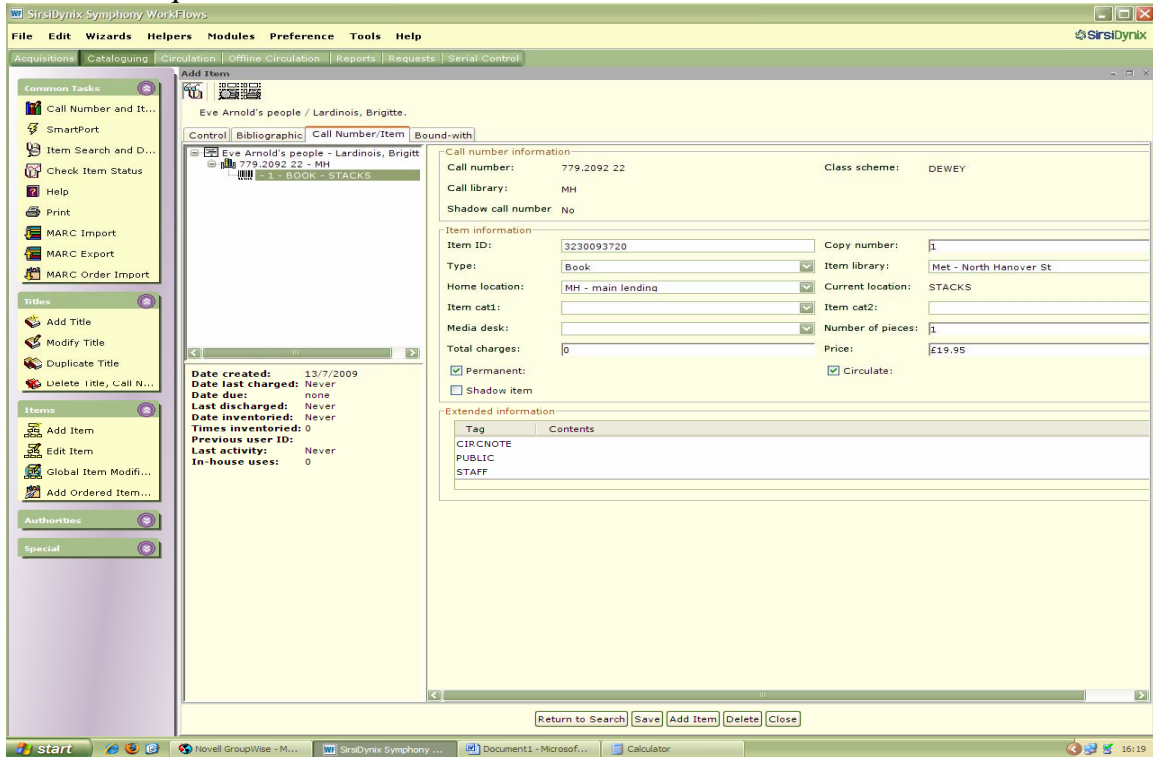
Symphony retains the last title you worked with so you can click on the link to the title. Alternatively, you can search for a title.



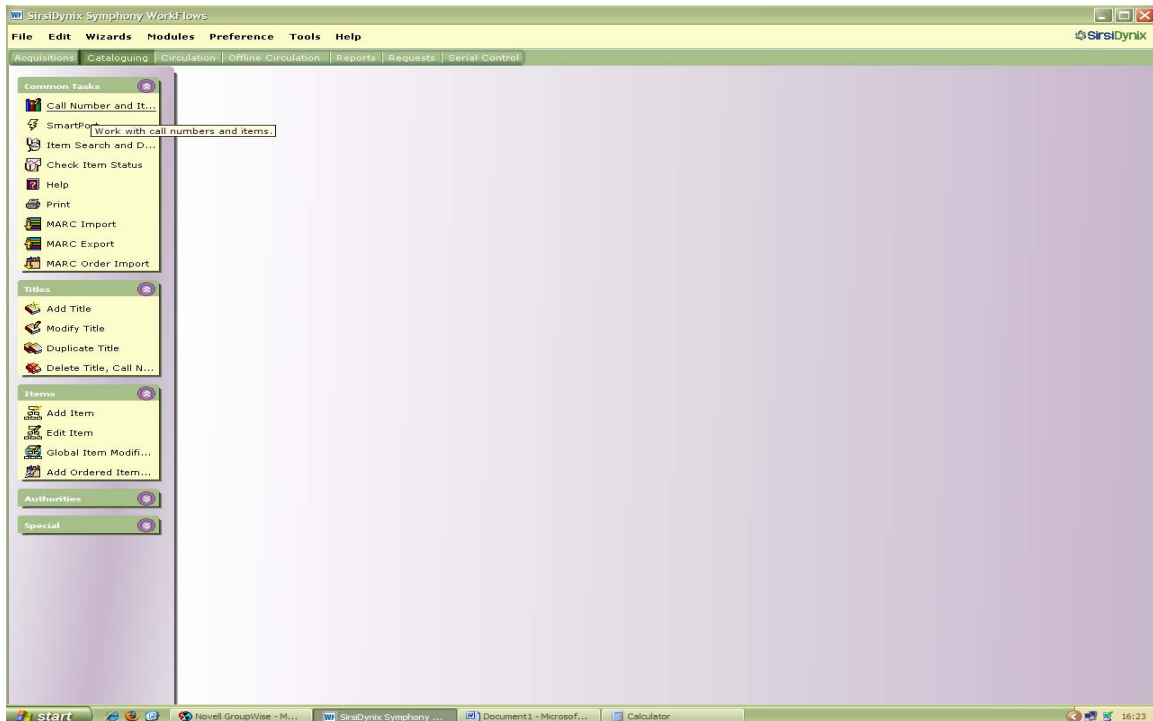
Click on "Add item".



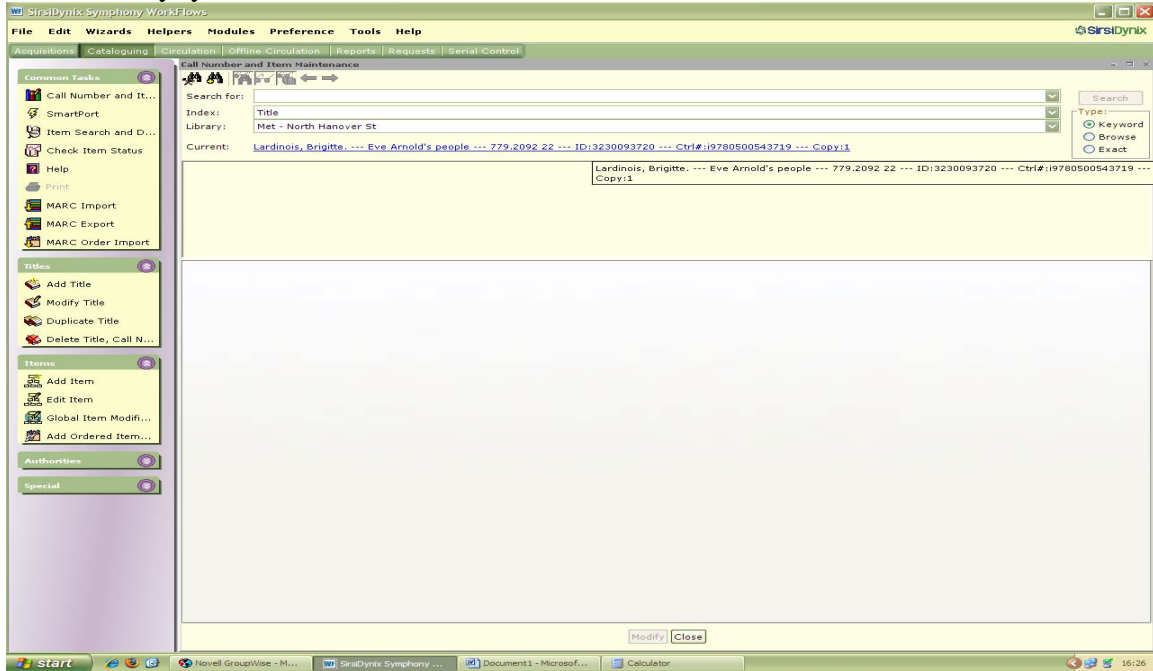
Fill in the required fields then click “Save” and “Close”.



You are not given the option to change the item call number (Dewey number) at this stage. The call number is automatically filled in using the 082 field in the MARC record. In order to change the call number click on “Call Number and Items” under the “Common tasks” menu.



Symphony retains the last title you worked with so you can click on the link to the title. Alternatively, you can search for a title.



You are now able to edit the call number. Click "Save".

