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## CATALOGING WITH GENRES

Genres can be added for the title (bibliographic) record and copy records.

### TITLE (BIBLIOGRAPHIC) RECORD

1. Go to **Catalog > Cataloging > Find/Add Item**.
2. Search for the item.
3. Select it from the list of results.
4. Click **Detail**.
5. Select the Categories tab.
6. Select the Genre(s) you would like to assign to this bibliographic record by using the dropdown menus. These genres are added to the MARC record in repeating 655a tags.
  - 6.1. Select the "Apply To Copies" checkbox to apply the genre selected in Genre 1 to all copy records, including those with existing copy genres.
7. Click **Save**.

**Tip:** Only the genre in Genre 1 will appear in the search results on the OPAC.

The screenshot shows a web-based cataloging interface. The title bar reads "Catalog > Cataloging > Title: Cat and mouse in a haunted house." Below the title bar are tabs for "Find Item", "Bib Info", and "Copy Info". Under "Bib Info", there are sub-tabs: "Basic Info", "Notes", "Subjects", "Categories" (which is selected), "Misc", "Reviews", "MARC Code", and "MARC Expert". The "Categories" tab is active, showing a large empty box on the left labeled "Kiosk Categories". On the right, there are several form sections: "Reading Level Programs" with fields for "Accelerated Reader", "Test No", "Interest Level", "Points", and "Reading Level"; "Reading Counts!" with similar fields; "Lexile" with a "Codes" field containing "410"; "Book Adventure" with "Type" and "Grade" fields; "Fountas And Pinnell" with a "Level" field; and a "Genre" section with four dropdown menus labeled "Genre 1" through "Genre 4". "Genre 1" is set to "Adventure", "Genre 2" to "Fantasy", "Genre 3" to "Humor", and "Genre 4" to "Supernatural". A checkbox labeled "Apply To Copies" is checked. To the right of these forms is a vertical column of buttons: "Edit", "New", "Clone", "Delete", "Add Copy", "Attach (0)", "Web Camera", "Preview", "New From Template", "Save As Template", "Update", "More..." (with a dropdown arrow), "First", "Previous", "Next", and "Last".

### APPEARANCE ON THE OPAC

Genre 1 will appear in the search results on the OPAC. Clicking on the Genre will start a search for other items with the same genre.



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T: Shannon Ranch Ele Title cat in the hat

Local

Refine Your Search

Limit Search Result

Subject

- Adventure fiction... (2)
- Animals (1)
- Cats--Fiction. (1)
- Cats--Poetry. (2)

Search Results: Returned 3 Results, Displaying Titles 1 - 3

Sort by: Title

The cat in the hat

By Seuss, Dr.

1985, Primary; Random House

Call No: E SEU Genre: Animals

Availability: 3 of 4 At Your Library

Summary Note: When the Cat in the Hat arrives, the children's gloomy day is immediately brightened.

Shelf List

Add Review

Add To Favorite

More

## COPY RECORD

1. Go to **Catalog > Cataloging > Find/Add Item**.
2. Search for the item.
3. Select it from the list of results.
4. Select the Copy Info tab.
5. Click **Edit**.
6. From the Genre dropdown menu, select the Genre to apply to this copy.
7. Click **Save**.

**Tip:** The genre set in the Copy Info tab will appear in the copies grid on the OPAC, under the title details.

Catalog > Cataloging > Title: Cat and mouse in a haunted house.

Find Item Bib Info Copy Info

Basic Info Misc Notes History

Item Information

Title Cat and mouse in a haunted house. Call No FIC STI # Of Copies 1

Barcode Call No Status Patron Name Checkout Date Due Date Patron Barcode

L0354001000325 FIC STI In

Detail Detail II

Copy Barcode L0354001000325 Relink Replacement Cost \$12.09 Visible Kit

Call No FIC STI ReBarcode Circulation Type Book

Volume Genre Adventure Circulation Date 04/03/2013

Condition New Copy No 1 Status In

Vendor Follett Price \$12.09 Library T: Shannon R

Location SR Stats: 15 This Year / 54 Owner T: Shannon R

Budget T: Shannon Ranch E

Notes

Consumable Charge \$0.00

Checkout Charge \$0.00

Edit

Add Copy

Clone

Delete

Barcode

Shelf

Export

Apply

Multicopies

Set As Default

Delete Default

Add to Reprint List

More...

First

Previous

Next

Last

## APPEARANCE ON THE OPAC

Each copy will appear with its own genre in the Availability grid, under the Genre column.



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T: Shannon Ranch Ele Title cat in the hat

<< Back To Search << Previous Next >>

### Title Details

**Title**  
The cat in the hat

**Call No**  
E SEU

**Authors**  
Seuss, Dr.

**Subjects**  
Cats--Poetry.  
Stories in rhyme.  
Animals  
Dystopian.  
Classics.  
Fantasy.

**Accelerated Reader®**  
Quiz Number: 6107  
Interest Level: LG  
Reading Level: 2.1  
Points: 0.5

**The cat in the hat**

Rate This Title

Copies 4 Total copies, 3 Copies are in, 1 Copies are out.

Shelf List Text Me Add Review

Add To Favorites

Share It: [Print](#) [Facebook](#) [Twitter](#) [Google+](#)

Availability	Summary	MARC	Reviews	Cover Image	Additional Info
Call No	Status	Location	Genre	Due Date	Barcode
(3 Of 4 available in T: Shannon Ranch Elementary )					
E SEU	In	SR	Animals		L0354004101168
E SEU	In	SR	Animals		L0354004101167
E SEU	Out	SR	Adventure	11/16/2017	L0354004002444
E SEU	In	SR	Adventure		L0354001003780

## GLOBAL CHANGE: CHANGE GENRE

The "Change Genre" global change allows you to apply a genre to a number of records at a time.

- Go to **Catalog > Global Changes > Global Changes**.
- Select "Change Genre" from the list.
- There are two options to locate items/copies to add genres to:
  - Search Criteria:
    - Select the search criteria you would like to use.
    - Click **Add** to add additional search criteria as needed.
    - Click **Find** to show the results in the grid.
  - Scan Barcodes: Scan barcodes which will appear in the grid below, or use Import From File to import a .txt file of barcodes.
- In the New Value area, select the Genre.
  - If the "Titles" checkbox is selected, this will append the Genre to the title record (repeating MARC tag 655a).
 

**Note:** The latest appended genre will be the one added into the Genre 1 dropdown menu in **Catalog > Cataloging > Find/Add Item > Bib Info > Categories tab**, which will be the one that appears in the search results on the OPAC.
  - If the "Copies" checkbox is selected, this will change the Genre that appears in the copy record.
 

**Note:** If the copy genre was previously empty, it will add the selected genre. If the copy genre previously had a value, it will replace it with the new genre.
  - If both checkboxes are selected, both will be applied.
- Select the records from the grid which you would like to apply the changes to.
- Click **Change**.
- Click **Yes** to confirm the change.



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Catalog > Global Changes > Global Changes

System Defined User Defined

**Warning**  
Once confirmed, global changes are IRREVERSIBLE

Search Criteria  
Subset TestCat Find Add

Scan Barcodes  
Barcode Import From File drop files

New Value  
Animals Titles Copies Change

	Barcode	Title	Call No	Genre
<input checked="" type="checkbox"/>	L0354004101168	The cat in the hat	E SEU	Dystopian
<input checked="" type="checkbox"/>	L0354004101167	The cat in the hat	E SEU	Dystopian
<input checked="" type="checkbox"/>	L0354004002444	The cat in the hat	E SEU	Adventure
<input checked="" type="checkbox"/>	L0354001003780	The cat in the hat	E SEU	Adventure
<input checked="" type="checkbox"/>	L0354001000325	Cat and mouse in ...	FIC STI	Dystopian
<input checked="" type="checkbox"/>	L0354001003779	Cat	599.75 CLU	Adventure
<input checked="" type="checkbox"/>	L0354004003828	Cat Commander	FIC DC	Classics

Description