QUICK CATALOGING

The Quick Catalog feature allows items to be cataloged into the system with minimal information. This is useful if the item needs to be circulated prior to a complete record being created for it. It can also be used to create Temporary items within the system.

1. Click **Catalog > Cataloging > Quick Cataloging.**
2. Click **New**.
3. To manually catalog an item:
    3.1. Check Temporary if it is a temporary item.
    3.2. Enter the information available.
    3.3. Click **Save**.
4. To Auto Catalog by ISBN:
    4.1. Select to search the Consortium or Z39.50.
    4.2. Scan or enter the ISBN and click **Find**.
    4.3. Fill in the remaining fields as needed.
    4.4. Click **Catalog** to catalog the item.

Tip: Once a temporary item is checked in it can be deleted from the catalog. This option, "Delete Temp Item After Check in," can be changed under **Administration > Library Setting > Configuration.**

PREVIOUS ITEMS FROM QUICK CATALOGING

1. Click **Catalog > Cataloging > Quick Cataloging**
2. Select search criteria by using the Search By dropdown menus.
3. Enter the search and click **Search.**
4. Select the title from the list.
5. Double click the title or click **Detail** in order to view the item details.