



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.

The screenshot shows a software window titled "Catalog > Cataloging > Quick Catalog -- 22 Records Found". It features two main sections: "Manual Catalog" and "Auto Catalog By ISBN".

Manual Catalog Section:

- Includes a "Temporary" checkbox and pagination controls (1/22, First, Previous, Next, Last).
- Fields for Title, Author, ISBN, Barcode, Call No, and Price (\$0.00).
- Dropdown menus for Collection Type (Non-Fiction) and Material Type (Audio).
- Copy Qty field set to 1.
- Checkboxes for Non-Searchable and Incomplete.
- Notes text area.
- Buttons: Add Cover (drop files), New, Edit, Delete, Save, Cancel, Check In, Check Out, More...

Auto Catalog By ISBN Section:

- Radio buttons for Search Consortium First (selected) and Search Z3950 First.
- Fields for ISBN, Barcode, Call No, and Price (\$0.00).
- Dropdown menu for Circulation Type (Books).
- Buttons: Find, Catalog, Cancel, More...