#201 2544 Ellwood Drive, Edmonton, Alberta, Canada, T6X 0A9
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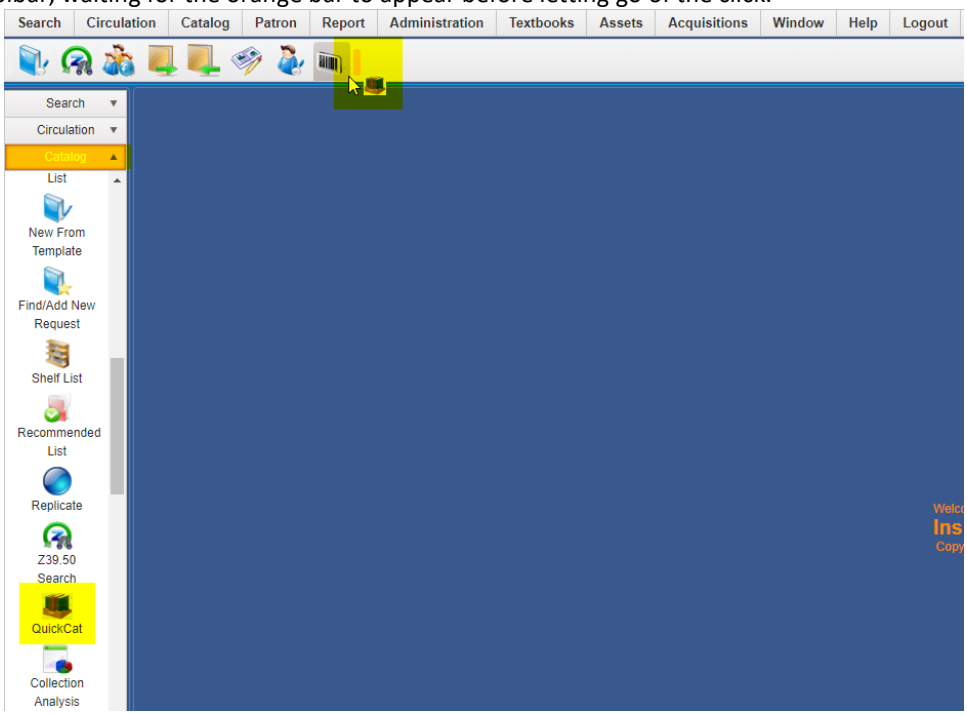
# QUICKCAT FOR CATALOG CENTER

Catalog items that other librarians in the district have submitted their copy barcodes for by using the following steps.

1. Go to **Catalog > Cataloging > QuickCat** or select it from your Quick Toolbar.
   1.1. To add it to your Quick Toolbar, left click "Catalog" in the left vertical navigator and drag it into the Quick Toolbar, waiting for the orange bar to appear before letting go of the click.




2. Search by any criteria in the "Search By" dropdown menus. QuickCat copy records created/submitted today will be shown by default.
3. Select one or more records that you are going to catalog by selecting the checkboxes by each one.

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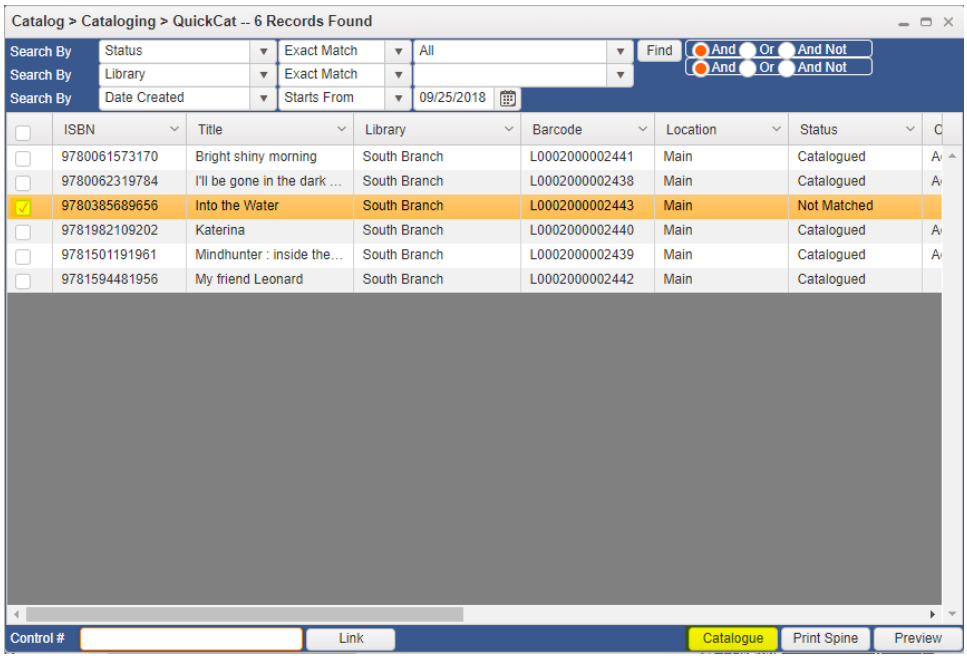
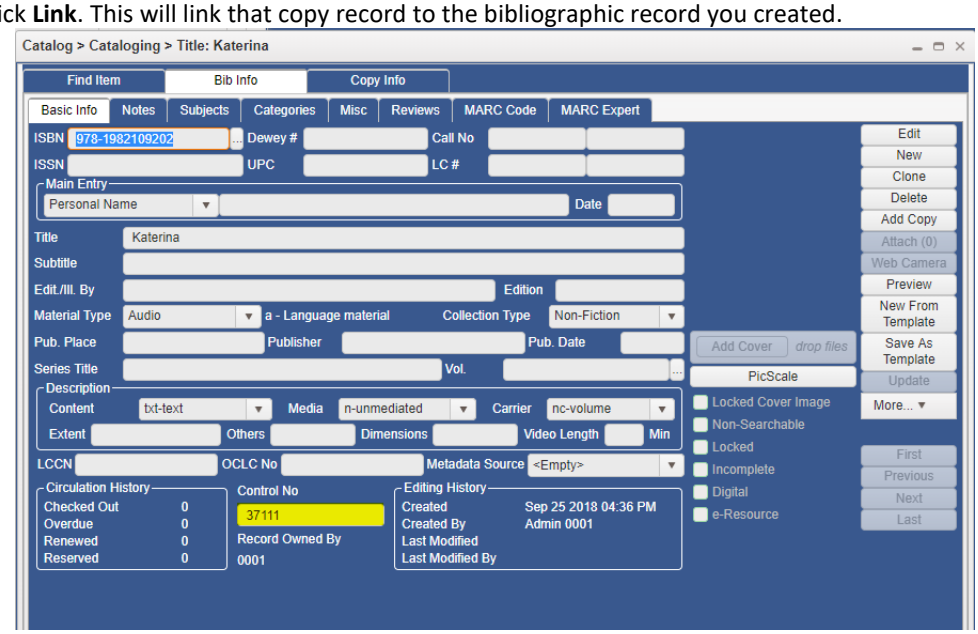
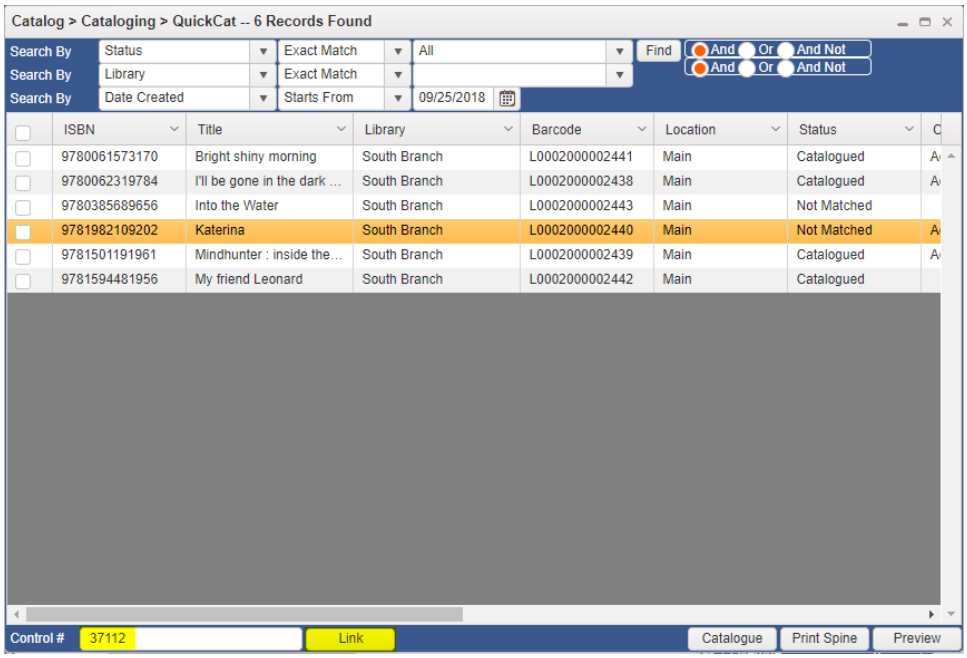



4. Click **Catalogue**. This will designate you as the cataloger for the title(s).
   4.1. Go to **Catalog > Cataloging > Find/Add Item** or **Catalog > Cataloging > Z39.50 Cataloging**.
   4.2. Catalog the item.
   4.3. Click **Add Copy** to add a copy to the item. Enter a Call Number, price, circulation type, and any other necessary values.
5. Copy the Control # from the bibliographic record and paste it into the Control # field in the QuickCat feature.
   5.1. Click **Link**. This will link that copy record to the bibliographic record you created.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