

## 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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Search	Ву	Status		۳	Exact Match	h	۳	All			•	Find	And	Or	And Not		
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	97800	061573170	Bright shi	iny n	norning	Sout	th B	ranch		L000200000	02441	Ma	ain		Catalogued		A
	97800	062319784	I'll be gon	ie in	the dark	Sout	th B	ranch		L000200000	02438	Ma	ain		Catalogued		A
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	97819	982109202	Katerina			Sout	th B	ranch		L000200000	02440	Ma	ain		Catalogued		A
	97815	501191961	Mindhunt	er : i	nside the	Sout	th B	ranch		L000200000	02439	Ma	ain		Catalogued		A
	97815	594481956	My friend	Leo	nard	Sout	th B	ranch		L000200000	)2442	Ma	ain		Catalogued		
4																	

- 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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978	006157	3170	Bright shi	iny n	norning	Sou	th B	ranch		L000200000	2441	M	ain		Catalogued		A
9780062319784 9780385689656		I'll be gone in the dark Into the Water			South Br		ranch		L0002000002438		M	Main		Catalogued		A	
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9781982109202 Kat		Katerina	Katerina			th B	ranch		L000200000	2440	M	Main		Not Matched		A	
9781501191961		Mindhunter : inside the			Sou	th B	ranch		L000200000243		M	Main		Catalogued		4	
978	159448	1956	My friend	My friend Leonard			th B	ranch		L000200000244		M	ain		Catalogued		