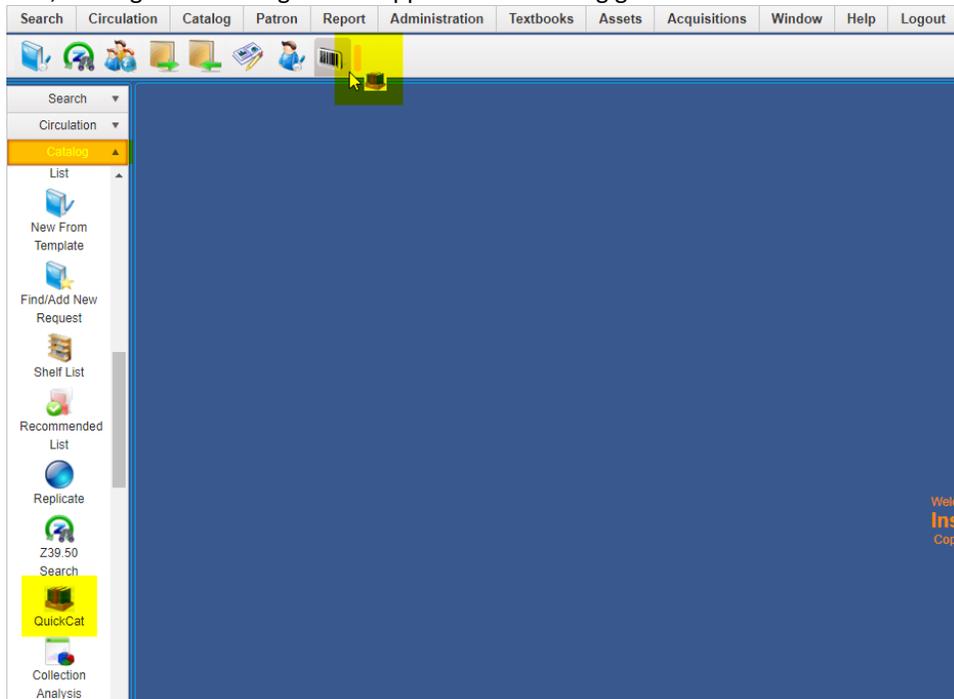




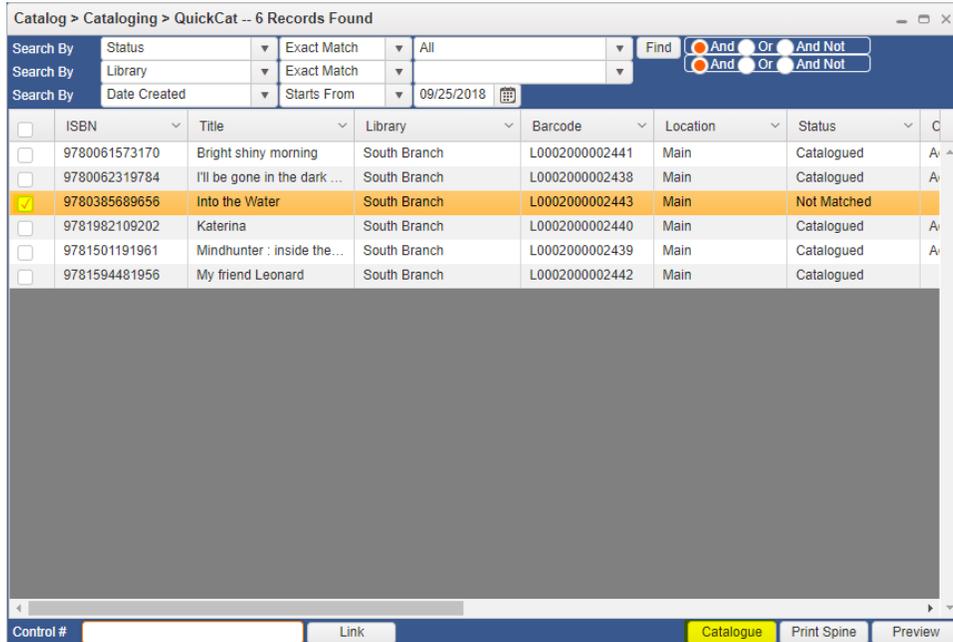
QUICKCAT FOR CATALOG CENTER

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

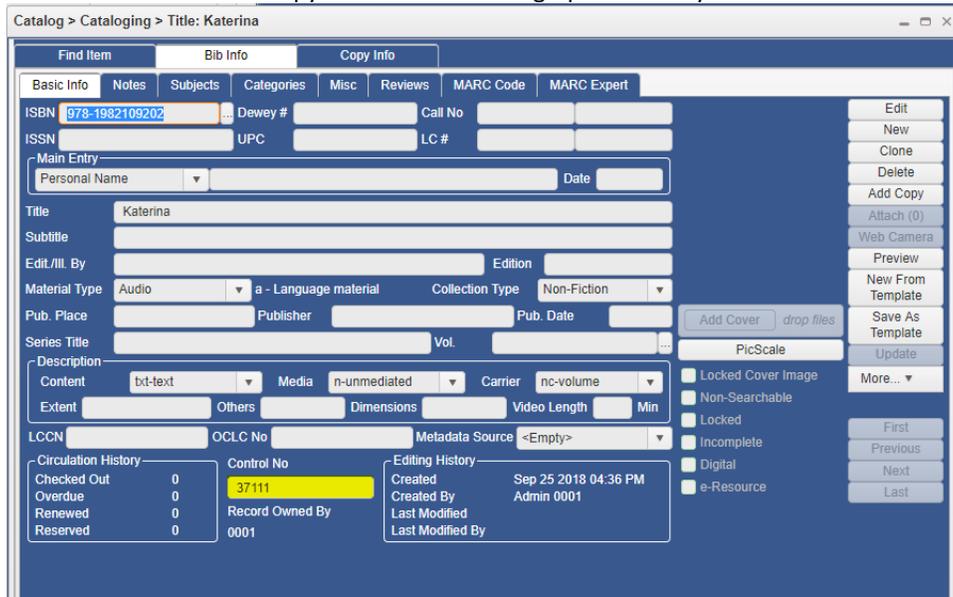
1. Go to **Catalog > Cataloging > QuickCat** or select it from your Quick Toolbar.
 - 1.1. To add it to your Quick Toolbar, left click “Catalog” in the left vertical navigator and drag it into the Quick Toolbar, waiting for the orange bar to appear before letting go of the click.



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.



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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Catalog > Cataloging > QuickCat -- 6 Records Found

Search By: Status Exact Match All Find And Or And Not
Search By: Library Exact Match And Or And Not
Search By: Date Created Starts From 09/25/2018

<input type="checkbox"/>	ISBN	Title	Library	Barcode	Location	Status	C
<input type="checkbox"/>	9780061573170	Bright shiny morning	South Branch	L0002000002441	Main	Catalogued	A
<input type="checkbox"/>	9780062319784	I'll be gone in the dark ...	South Branch	L0002000002438	Main	Catalogued	A
<input type="checkbox"/>	9780385689656	Into the Water	South Branch	L0002000002443	Main	Not Matched	
<input checked="" type="checkbox"/>	9781982109202	Katerina	South Branch	L0002000002440	Main	Not Matched	A
<input type="checkbox"/>	9781501191961	Mindhunter : inside the...	South Branch	L0002000002439	Main	Catalogued	A
<input type="checkbox"/>	9781594481956	My friend Leonard	South Branch	L0002000002442	Main	Catalogued	

Control # 37112 Link Catalogue Print Spine Preview