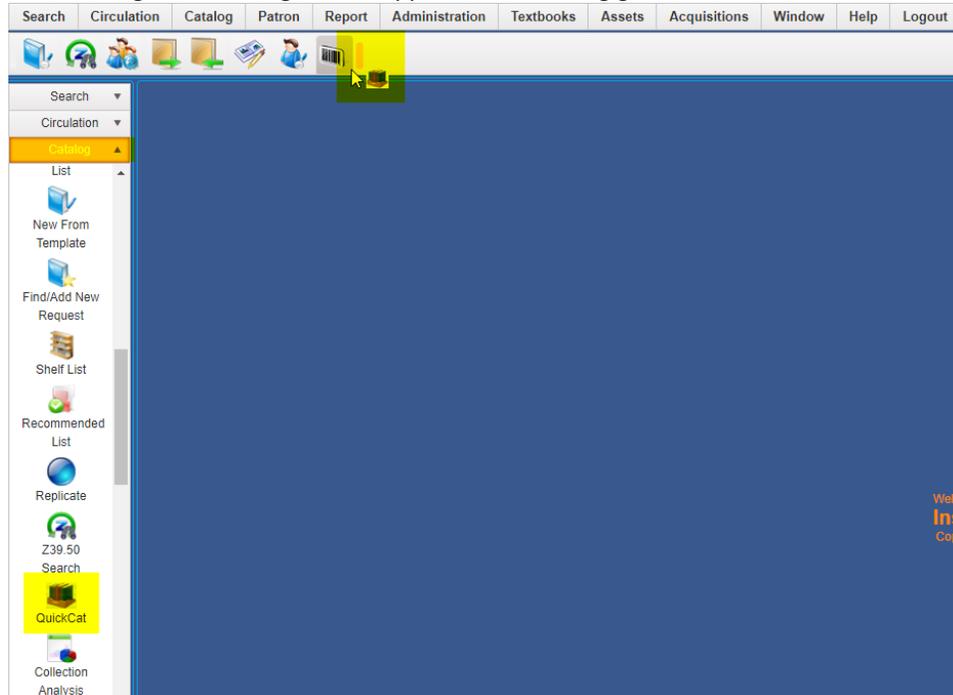




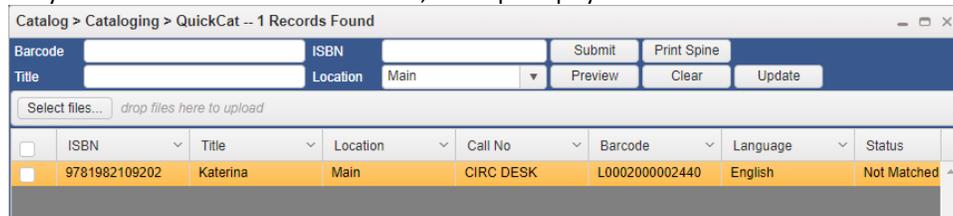
## QUICKCAT FOR LIBRARIANS

If you are trying to check out an item that is invalid and there is no bibliographic/title record already in the district that you can use **Catalog > Cataloging > Find/Add Item > Add Copy** button for – please follow these 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. If your library uses the “Location” option, select the location from the dropdown menu that you want the copy to go into.
3. Scan in the copy barcode into the “Barcode” field.
4. Scan the ISBN into the “ISBN” field. It will spin briefly and if a title already exists that matches that ISBN, it will automatically add it under that title. Otherwise, it will prompt you to enter in the title of the item.



5. Enter the Title of the item you have in hand.
6. Click **Submit** and it will show the copy in the bottom grid.

After you have completed these steps, you can check out the item immediately. The item will appear as “Generic Record for {Library Name}” but will automatically update to the correct title once the item has been cataloged by your district cataloger.