



## Cataloging in MassCat

To catalog items using MassCat, do the following:

Login to MassCat using your username and password:

Username:  
  
Password:

Click on "Search the Catalog" on the toolbar at the top center of the page:




Enter patron card number or partial name:  
   
     
**Circulation**

Enter your search term in the box and click "Submit."

If possible matching records exist in the MassCat database, you will get a list of results:

2124 result(s) found for 'vegan'. Sort By: Relevance

Select All | Clear All | Unhighlight | Place Hold | Add to List

|   | Results  | Location   |
|---|--|--|
|  | <input type="checkbox"/> 1. <b>Being A Vegan</b> Everything You Need to Know About<br><a href="#">Weiss Stefanie Iris</a> Rosen Description: , 2000<br><br><a href="#">Holds</a>   | <b>2 items, 1 available:</b><br>1 available:<br>Dartmouth High School Librar (1)<br>1 unavailable:<br>Bishop Feehan High School [ (In transit) (1) |
|  | <input type="checkbox"/> 2. <b>Everything you need to know about being a vegan /</b><br><a href="#">Weiss Stefanie Iris</a> Rosen Pub. Group, Edition: 1st ed. Description: ; New York : , 2000 : 64 p. ; 24 cm. ISBN: 0823929582<br><br><a href="#">Holds</a> | <b>2 items, 2 available:</b><br>2 available:<br>Westport High School Media ( WEI] (1)<br>McCann Technical School Lib (1)                           |
|  | <input type="checkbox"/> 3. <b>150 vegan favorites :</b> fresh, easy, and incredibly delicious recipes you can enjoy every day /<br><a href="#">Solomon Jay</a> Prima Health, Description: ; Rocklin, CA : , 1998 : viii, 239 p. ; 22 cm. ISBN: 0761512438     | <b>1 item, 1 available:</b><br>1 available:<br>Dartmouth High School Librar (1)  |

Identify the record that matches the item you wish to catalog. Click on the title to add your item information to the record:

2124 result(s) found for 'vegan'. Sort By: Relevance

Select All | Clear All | Unhighlight | Place Hold | Add to List

|   | Results  | Location   |
|---|--|--|
|  | <input type="checkbox"/> 1. <b>Being A Vegan</b> Everything You Need to Know About<br><a href="#">Weiss Stefanie Iris</a> Rosen Description: , 2000<br><br><a href="#">Holds</a>   | <b>2 items, 1 available:</b><br>1 available:<br>Dartmouth High School Librar (1)<br>1 unavailable:<br>Bishop Feehan High School [ (In transit) (1) |
|  | <input type="checkbox"/> 2. <b>Everything you need to know about being a vegan /</b><br><a href="#">Weiss Stefanie Iris</a> Rosen Pub. Group, Edition: 1st ed. Description: ; New York : , 2000 : 64 p. ; 24 cm. ISBN: 0823929582<br><br><a href="#">Holds</a> | <b>2 items, 2 available:</b><br>2 available:<br>Westport High School Media ( WEI] (1)<br>McCann Technical School Lib (1)                           |
|  | <input type="checkbox"/> 3. <b>150 vegan favorites :</b> fresh, easy, and incredibly delicious recipes you can enjoy every day /<br><a href="#">Solomon Jay</a> Prima Health, Description: ; Rocklin, CA : , 1998 : viii, 239 p. ; 22 cm. ISBN: 0761512438     | <b>1 item, 1 available:</b><br>1 available:<br>Dartmouth High School Librar (1)  |

When you are viewing the individual record you wish to add item information to, click the "New" button and choose "New Item" from the list:



You will be taken to the **"Add Item" Screen**.

Fill in **all** the fields that pertain to your item. At a bare minimum, you MUST fill in the "Barcode, and "Koha Item Type" fields. The "Location" and "Sublocation" fields will already be filled in with your library location.

You will likely want to add a call number to your item as well. Enter your call number in the "Koha Full Call Number" box. We recommend adjusting the "Source of Classification Scheme" field to suit your call number scheme if needed.

Once you have filled in all the fields of data that pertain to your item, click the "Add Item" button that the bottom of the screen:

## Add Item

|  |  |
|--|--|
| 0 - Withdrawn status                                 | <input type="text"/>   |
| 1 - Lost status                                      | <input type="text"/>   |
| 2 - Source of classification or shelving scheme      | Dewey Decimal Classification <input type="text"/>            |
| 3 - Materials specified (bound volume or other part) | <input type="text"/>   |
| 4 - Damaged status                                   | <input type="text"/>   |
| 5 - Use restrictions                                 | <input type="text"/>   |
| 7 - Not for loan                                     | <input type="text"/>   |
| 8 - Koha collection                                  | <input type="text"/>   |
| a - Location (home branch)                           | Archbishop Williams High School Library <input type="text"/> |
| b - Sublocation or collection (holding branch)       | Archbishop Williams High School Library <input type="text"/> |
| c - Shelving location                                | <input type="text"/>   |
| d - Date acquired                                    | <input type="text"/>   |
| e - Source of acquisition                            | <input type="text"/>   |
| f - Coded location qualifier                         | <input type="text"/>   |
| g - Cost, normal purchase price                      | <input type="text"/>   |
| h - Serial Enumeration / chronology                  | <input type="text"/>   |
| j - Shelving control number                          | <input type="text"/>   |
| k - Cataloging Status                                | <input type="text"/>   |
| o - Koha full call number                            | <input type="text"/>   |
| p - Piece designation (barcode)                      | <input type="text"/>   |
| t - Copy number                                      | <input type="text"/>   |
| u - Uniform Resource Identifier                      | <input type="text"/>   |
| v - Cost, replacement price                          | <input type="text"/>   |
| w - Price effective from                             | <input type="text"/>   |
| x - Nonpublic note (lost item payment)               | <input type="text"/>   |
| y - Koha item type                                   | <input type="text"/>   |
| z - Public note                                      | <input type="text"/>   |

Your item will be added and will appear at the top of the screen with the other items already attached to the record.

**If you want to add two items with the same information, click the "Add & Duplicate" button instead of the "Add Item" button.** This will add the item record with the information you just filled in and will pre-fill the "Add Item" boxes with the same information you just entered so you can add a second copy quickly. Simply enter the barcode for the second and any subsequent copies of the item and click the "Add Item" button to save it.

Move on to the next item to be cataloged.

## **Finding Records Outside of MassCat:**

If your search does not yield any results at all or your search does not yield any records that match the item you need to catalog, you should do the following:

**If you searched with an ISBN, you should try your search again using the title.** If your title search still does not yield any results or yields results that do not match the item you are trying to catalog, you can look for a record at Library of Congress, National Library of Medicine and several other locations using the z39.50 search and import tool.

Click the "z39.50 Search" button:



2 result(s) found in catalog, 48 result(s) found in reservoir

| Title   | Location | preview                     |                             |                              |
|---|----------|-----------------------------|-----------------------------|------------------------------|
| <a href="#">The Amish</a> : current issues and historical background /<br>Williamson, Holden R. - 1590337778 (pbk.) - Novinka Books, - 2005 ; New York : - 115 p. ; ; 22 cm.  |          | <a href="#">MARC   Card</a> | <a href="#">Edit biblio</a> | <a href="#">Add holdings</a> |
| <a href="#">Amish and Amish Mennonite genealogies</a> /<br>Gingerich, Hugh F., - 1601260180   9781601260185 - Pequea Bruderschaft Library, - 2007 Edition: Rev. with additions and corrections. ; Gordonville, PA : - xxxvi, 955 p. ; |          | <a href="#">MARC   Card</a> | <a href="#">Edit biblio</a> | <a href="#">Add holdings</a> |

A second window will open up to search other sites for MARC records. Your search term will be carried over to the new window:

## **Z39.50 Search Points**

|   |                                       |
|---|---------------------------------------|
| Title: <input type="text" value="amish"/> | Author: <input type="text"/>          |
| ISBN/ISSN: <input type="text"/>           | Subject Heading: <input type="text"/> |
| LC Call Number: <input type="text"/>      | Dewey: <input type="text"/>           |

### **Search targets** [Select All](#) [Clear All](#)

- BANGOR PUBLIC LIBRARY [130.111.64.3]
- MAINE INFO NET (STATEWIDE CATALOG) [130.111.64.9]
- COLUMBIA UNIVERSITY [clio-db.cc.columbia.edu]
- ISRAEL UNION LIBRARY [libnet.ac.il]
- OHIOLINK [olc1.ohiolink.edu]
- NATIONAL LIBRARY OF MEDICINE [tegment.nlm.nih.gov]
- BROWARD COUNTY LIBRARY [www.browardlibrary.org]
- LIBRARY OF CONGRESS [z3950.loc.gov]

[Cancel](#)

The sites for Library of Congress and National Library of Medicine are pre-selected. Place a checkmark next to the names of any other sites in the list that you would like to search. Unless a site is experiencing technical problems, searching more than one site at a time should not pose any problems. Click the "Search" button. After a moment or two, the results for your search term will appear.

You can look at the record in greater detail by clicking on the "MARC" or "Card" links in the column called "Preview."

Once you have found a record that matches your item, click on the "Import" link:

**Results**

| Server              | Title   | Author                 | ISBN                    | LCCN       | Preview          |
|---------------------|---|------------------------|-------------------------|------------|------------------|
| tegment.nlm.nih.gov | Aids to a vegan diet for children.            | Mayo, Kathleen V.      |                         |            | MARC Card Import |
| tegment.nlm.nih.gov | Beiträge zur Vegan-Diätetik.                  |                        |                         |            | MARC Card Import |
| z3950.loc.gov       | The complete idiot's guide to vegan cooking / | Bennett, Beverly Lynn. | 9781592577705(alkpaper) | 2008920992 | MARC Card Import |
| z3950.loc.gov       | The complete idiot's guide to vegan living /  | Bennett, Beverly Lynn. | 1592574173              | 2005930932 | MARC Card Import |
| z3950.loc.gov       | Cooking entrees with the Micheff sisters.     |                        | 0816321353              | 2005058655 | MARC Card Import |

The record will be imported into MassCat. Click the save button at the top left side of the record:

**Add MARC Record**

Change framework:

0 1 2 3 4 5 6 7 8 9

000 - LEADER

001 - CONTROL NUMBER

Once you have clicked the "Save" button, you will be taken to the "Add Item" screen. You will follow the same process as you would when adding holdings to a record already in the MassCat database.

Fill in **all** the fields that pertain to your item. At a bare minimum, you MUST fill in the "Barcode, and "Koha Item Type" fields. The "Location" and "Sublocation" fields will already be filled in with your library location.

You will likely want to add a call number to your item as well. Enter your call number in the "Koha Full Call Number" box. We recommend adjusting the "Source of Classification Scheme" field to suit your call number scheme if needed.

Once you have filled in all the fields of data that pertain to your item, click the "Add Item" button that the bottom of the screen. If scanning a barcode label, the scanner will automatically do this step.

Your item will be added and will appear at the top of the screen with the other items already attached to the record.

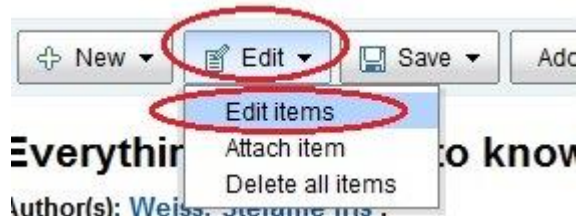
**If you want to add two items with the same information, click the "Add & Duplicate" button instead of the "Add Item" button.** This will add the item record with the information you just filled in and will pre-fill the "Add Item" boxes with the same information you just entered so you can add a second copy quickly. Simply enter the barcode for the second copy of the item and click the "Add Item" button to save it.

Move on to the next item to be cataloged or log out of the system.

### **Editing Items in the Catalog:**

If you need to change holdings information for an item that is already in the MassCat catalog, do the following.

Search for the item record that you need to alter. When you have found and displayed the individual record, click on the "Edit" button in the menu at the top of the record, then click on the "Edit Items" link:



You will be taken to the "Items" screen. All the items for all the libraries that own the same title will be listed at the top of the screen. Your item will have an "Edit" and "Delete" link next to it. Find your item and click the "Edit" link:

**Items for Kidneys, ureters, and urinary bladder : by #6)**

|   | Withdrawn status | Lost status | Source of classification or shelving scheme | Damaged status | Not for loan | Location (home branch)                       | Subl<br>coll (ho<br>bra         |
|---|------------------|-------------|---|----------------|--------------|--|---------------------------------|
|   |                  |             | ddc   |                |              | Holy Family Hospital Health Sciences Library | Holy Hosp Health Scier Librar   |
|   |                  |             | lcc   |                |              | Salter College, Dorothy Salter Library       | Salte Colle; Dorot Salte Librar |
| <a href="#">Edit</a> <a href="#">Delete</a> |                  |             | ddc   |                |              | Southcoast Hospitals Group                   | South Hosp Group                |

**Add Item**

After a moment or two the screen will shift a little bit. You need to scroll down toward the bottom of the screen to find the edit screen. Make the changes you need to make and then click the "Save" button at the bottom of the screen.

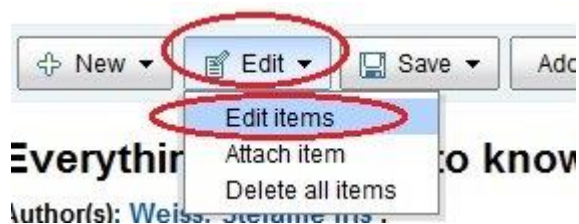
Your item will be saved and will appear at the top of the screen with the other items already attached to the record.

Move on to the next item to be edited or log out of the system.

**Deleting Items from the Catalog:**

If you need to delete an item from the catalog, search for the item record that you need to delete.

When you have found and displayed the individual record, click on the "Edit" button in the menu at the top of the record, then click on the "Edit Items" link:





You will be taken to the "Items" screen. All the items for all the libraries that own the same title will be listed at the top of the screen. Your item will have an "Edit" and "Delete" link next to it. Find your item and click the "Delete" link:

**Items for The American Heritage dictionary of the Eng #345037)**

|   | Withdrawn status | Lost status | Source of classification or shelving scheme | Damaged status | Not for loan | Koha collection | Location (home branch)                         |
|---|------------------|-------------|---|----------------|--------------|-----------------|--|
| <a href="#">Edit</a> <a href="#">Delete</a> |                  |             |   |                |              | Reference       | Gilbertville Public Library, Hardwick<br>Lenox |

You will get a warning message asking you if you are sure you want to delete the item. Click "OK" if you are sure. Click "Cancel" if you do not want to delete the item:



Move on to the next item to be deleted or log out of the system.

**If you cannot Find a Record for your Item Anywhere:**

MassCat has a catalog on staff who has access to OCLC and other licensed sites to find MARC records in. This person will search for a matching record for your item and import the record into MassCat if found. If a record cannot be found, the cataloger will create a record for you.

To make a request for a record that you cannot find anywhere else, go to <http://www.masscat.org/>

Find the "Cataloging Forms" menu and hover your mouse over it. Choose the form that matches the material type you need a record for. Fill the form out with as much information as you can provide and click the submit button. The information will be transmitted to our cataloger.