

🥸 Add Brief Title

- 1. Click the Item Maintenance wizard group.
- The first time you use this wizard, you'll need to set the properties. Right click on the Add Brief Title wizard. Select Properties.
 - a. Bullet Never.
 - b. Use Drop down menu to select "Selected Entries".
 - c. Type in the following tag numbers separated by
 - commas: 020,100,245,260,300,989
 - d. <u>OPTIONAL</u>: Uncheck Shadow Title if you want the record to be searchable in CAT.
 - e. Set defaults to options you use the most.
 - f. Click **OK** when finished.
- 3. Click Add Brief Title and Enter Title info:
 - a. ISBN no dashes
 - b. Author last name, first name
 - c. Title
 - d. Publication info include location, company, and date
 - Ex. New York: Morrow Junior Books, 1989.
 - e. Physical description include page number
 - f. Type "Brief Record" in the 989 field.
- 4. Add item information.
- 5. Click Add Brief Title to save the record.

🛾 Add Brief Title	: Set Properties	
Displa	y property page: 🔿 Wiz	ard Sta a) <u>Never</u>
Behavior Default	5	
Format:	MARC	~
	SELECTED ENTRIES 020,100,245,260,300,9	
Shadow title		Ŭ
📃 Permanent		
🗹 Circulate		
Туре:	NONFICTION	~
Library:	CWLS	*
Shelf location:	AVAILABLE	*
Optional Fields	e	
Material type:	воок	*
Funding source:		~