

Add Brief Title

The Add Brief Title wizard guides you through the process of adding a title to the catalog. This is intended for published items that do not currently have a full marc record available. It is assumed that the librarian will continue looking for a better record. You can easily locate all the brief records you create by doing a General Search for “brief record.”

1. **Click** the Item Maintenance wizard group.

Set properties

Properties need to be set the first time the wizard is used.

2.  **Add Brief Title** *Right click* on Add Brief Titles wizard. **Select** Properties.

- a. **Bullet** Never.
- b. **Selected Entries** - Default tag numbers separated by commas:
020,100,245,260,300,989
- c. **OPTIONAL:** **Uncheck Shadow Title** if you want the record to be searchable in the online catalog.
- d. **Set** defaults to most used options. These options may be changed when cataloging a large number of items with similar characteristics (i.e. funding source or item type). You may also make changes when entering specific item information.
- e. **Click** OK to save.

2. **Click** on Add Brief Title wizard.

3. **Enter** Title info:

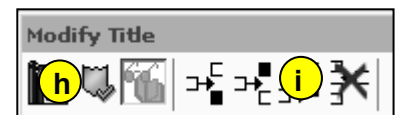
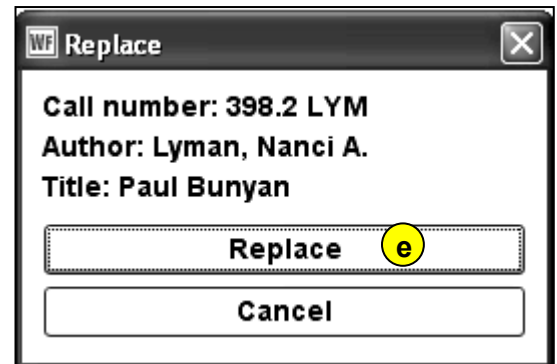
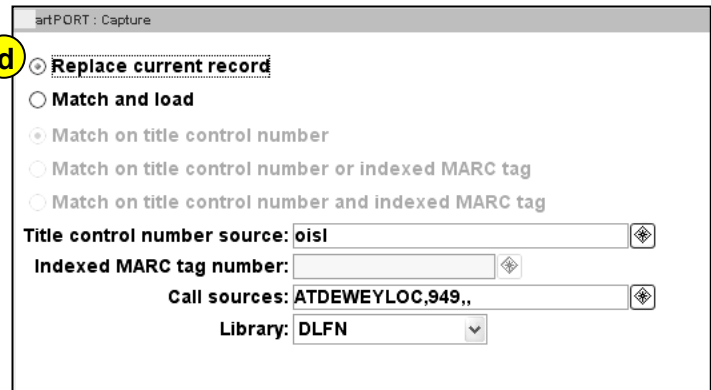
- a. ISBN – no dashes
- b. Author – last name, first name
- c. Title
- d. Publication info – include location, company, and date
Ex. New York: Morrow Junior Books,1989.
- e. Physical description – include page number
- f. Type “Brief Record” in the 989 field.

4. **Enter** Call number and Copy info.
 - a. **Replace** the XX call number.
 - b. **Select** your library code and item group from the drop-down menus.
 - c. **Leave** Shelf location AVAILABLE.
 - d. **Enter** item number in your usual manner (scan dumb barcode, barcode shortcut, or auto-generate).
 - e. **Select** Material type.
 - f. **Select** Funding source if desired.
5. Click the Add Brief Title button. You can then select Add Another Brief Title, Make More Changes, or Close.

The Item is now ready to circulate.

NOTE: Remember, the brief record will need to be replaced with a better record as soon as possible.

- a. Open the **Modify Title wizard**. Do a **General Search** for "Brief Record" to get a list of your brief records.
- b. **Click** Modify to **display** the record you wish to replace.
- c. **Search** for a better record in SmartPort.
- d. When you capture the record, **bullet** Replace current record.
- e. A popup screen will display the call number, author, and title. Verify that it is the record you want to replace and **click** the Replace button.
- f. **Click** Save and Close as usual. The new record will appear in your database with the item information attached.
- g. Your brief record will still be displaying in Modify Title. You will need to **click** Return to search and then **click** Modify to refresh the screen and see the new record.
- h. Use the Validate Headings helper to validate authority entries and headings. See *Authority Section for guide*.
- i. Use the Delete a Field helper to **remove** the 989 tag. See *Cataloging Helpers, guide, for detailed instructions*.



Note: For more detailed information or specific questions, use **HELP** wizard.