

Add copy notes

Copy notes can be used in Evergreen to add a memorial note or other copy level information to a specific item in your collection. Copy notes can be opac visible or only visible in the staff client. Copy-level memorial notes will allow the memorial information to be associated with the specific item, instead of embedded in the MARC record. This will help ensure that this information is preserved in the catalog.

To add a copy note:

1. Retrieve the title in the staff client.
2. Locate the appropriate copy in the holdings and click on the hyperlinked barcode. This will open the Item Status screen in a new tab and display the selected item.
3. In Item Status, click on **Actions for Catalogers** and select **Edit Item Attributes** from the menu. The Copy Editor will pop up.
 - a. Alternately you can access the Copy Editor through the **Holdings Maintenance** interface by right clicking on the copy you want to add a note to and selecting **Edit Items**.
4. Click **Copy Notes** near the bottom of the Copy Editor. The Copy Notes interface will appear.
5. Click **Add New Note**. A note editor will appear.
6. Create your note:
 - a. Select if this note is public (opac visible) or not (staff client visible).
 - b. Add your note to the Title or Note field.
 - c. Enter your initials.
 - d. Click **Add Note**. The note editor will close.
 - e. You will see the note you added in the Copy Notes interface. Click **Close Window**.
 - f. In the Copy Editor, click **Modify Copies**. You should now be back in Item Status.
7. Return to the bibliographic record in the catalog (it may be still be open in another tab).
8. **Reload** the bib record. The copy note should appear below the item it was added to.