

Adding a new item to the catalog

When a new item is received at your library and is ready to be cataloged, catalogers should first search for the title across the entire SPARK catalog.

1. Go to **Search Catalog** in the staff client.
2. Select **Numeric Search** and select **ISBN** as the search field.
3. From the **Search Library** filter, select **SPARK Library System**. This will ensure that you are searching all libraries in the system and will help eliminate duplicate records.
4. Scan or type in the ISBN and click **Search**.
 - a. If no matches are found, search by title and author.
 - b. If you are searching for a DVD title, search by ISBN if one exists. Otherwise do a Keyword search by UPC or a title search.
5. Examine the search results to find an existing record in the catalog.
 - a. Check for matching format (book, audiobook, DVD)
 - b. Check for matching ISBNs
 - c. Check for Large Print

If you find an existing record that matches the item you are cataloging:

1. Go to **Actions for this Record->Holdings Maintenance**.
2. Check that the **Holdings Maintenance** screen scope is set to your library system. If it is not, select your library system from the drop down menu. The holdings will adjust to show your system.
3. Select the library branch for the item you are cataloging and right-click and select **Add Volumes**. A new tab will open that contains the volume editor.
4. Enter your volume level information and click **Edit then Create**.
5. The **Copy Editor** will open. Create your item record by applying a copy template or manually editing the fields.
6. Click **Modify/Create Copies** to create the new copy.
7. The **Holdings Maintenance** screen will refresh and you should see your newly created copy.

If you do not find a matching record in the catalog, you can search through Z39.50 to find a record:

1. Go to **Cataloging->Import Record from Z39.50**.
2. Under **Service and Credentials**, select the databases you would like to search.
3. Under **Query**, search by ISBN first. If no matches are found, search by author and title.
 - a. If you are searching for a DVD by UPC, scan or type the UPC into the ISBN and/or ISSN search fields.

4. Click **Search**. The search results will appear on the bottom of the screen.
5. Choose a result from the bottom of the screen. If you want to view more results, click **Fetch More Results**.
6. Choose a result and examine the MARC record by clicking on **MARC View**.
 - a. Check for matching format (book, audiobook, DVD)
 - b. Check for matching ISBNs
 - c. Check for Large Print
7. When you are ready to import a record, check the box next to **MARC Editor** and click **Import**.
8. The **MARC Editor** will open in a new tab. Make any changes to the record that you wish to make.
9. Click **Import Record**.
10. You will now see the record in the catalog. Go to **Actions for this Record** → **Holdings Maintenance**.
11. Add volumes and copies to your library by following the steps for adding an item to an existing record.

If you do not find a matching record in the catalog or through Z39.50, you will need to create a MARC record for your item.