

Harrington Library Consortium Symphony Workflows: Adding Brief Titles

Add brief title records for **cataloging packets** and for **paperback fiction** which does not require a full record.

Open **Item Information and Maintenance**. Select **Add Brief Title**. Enter information as follows:

SirsiDynix Symphony Workflows: Add Brief Title

File Edit Wizards Modules Preference Tools Help

AISD AISD CLERK APL APL Acquisitions APL ILL APL REF Acquisitions Cataloging Circulation HLC Offline Reports Requests Reserves

Selection Serial Control Utility Welelem

Brief Title

****REQUIRED FIELD****
XX(1657919,1) Copy:1 ID:1657919-1001

Title info

ISBN: 020 9781410491558
Personal Author: 100 1 Graham, Heather.
Title: 245 Deadly fate.
Series Statement: 490 Krewe of hunters #19
Local note: 590 large print book

Call number and copy info

New call number: Graham
Class scheme: DEWEY
Library: APL-CENTRL
Item type: FICTION
Home location: ADULT
Item ID: 1657919-1001
Item cat1: FICTION
Item cat2: ADULT
Item cat3:
Item cat4:
Item cat5:

Add Brief Title (0) Modify Add Another Title Close

Add Brief Title x Item Search x

020 ISBN. Required if available. *Do not include dashes or spaces!* If not available, leave blank. Omit 10: or 13: if it precedes the ISBN. To use another standard number such as **UPC**, change line number to **024**.
For Books: Look first at reverse of title page as source for ISBN; prefer 13-digit version if printed on item.
Do not use ISBN printed on outside cover unless none can be found inside the book.
For cataloging packets: Mark ISBN used in brief record on photocopy or write on packet form.

099 Leave blank. May not appear in the form.

100 Author's last name, Author's first name. Capitalize first letters. *Do not use all caps.* Place a comma followed by a space between last and first name; end with a period. Leave blank if no author or editor is named on the item. If more than one author is named, enter the one listed first. For video recordings enter one of the following: presenter, lead actor, director, or production company.

- 245 Title.** Prefer title page as source for books, disc or cassette label for media. Omit leading articles (a, an, the; el, la, los, las) unless part of a proper noun (The Woodlands, Los Angeles). Capitalize first letter of the title and proper nouns. *Do not use all caps.* End with a period.
- 590 Type of item.** A note such as: Hardcover, Large print, Audio book on CD, Cass, DVD. (These are examples; any terms used locally may be used here.) Enter “Paperback” for paperback fiction records which will not be converted to full records.
- 490 Series Title.** (May not appear in the form.) Copy from anywhere on the item. Follow instructions for **Title** above. If item is not part of a series, leave blank.
- 700 Added Entry-Personal Name.** (May not appear in the form.) Optional. Add co-author or illustrator name. Follow instructions for **Author** above.

New Call Number: Enter your library’s call number.

Class scheme: DEWEY (Clarendon College and Wayland only: LC)

Library: Yours!

Item Type, Home Location, Item Cat 1 & 2: Your library’s standard entries.

Checkboxes (if available):

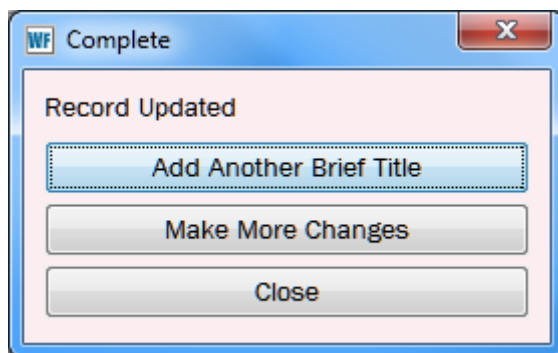
Permanent—check for cataloging packet; uncheck for paperback fiction.

Circulate—check if item will circulate.

Shadow—leave blank.

>>>> *Review all entries and make necessary corrections* <<<<

Item ID: SCAN from the item barcode. This will save the record.



Click “Make More Changes” to make changes in the record then click “Modify” to save them. Also, call number and item information can be changed with **Call Number and Item Maintenance**. If corrections to MARC record are needed, send e-mail to Ivon.Cecil@amarillolibrary.org (Include item ID and a note about what to correct.)

For multi-part items such as sets, and for multiple copies, enter *ONE* brief bibliographic record. Attach all items to that same record.