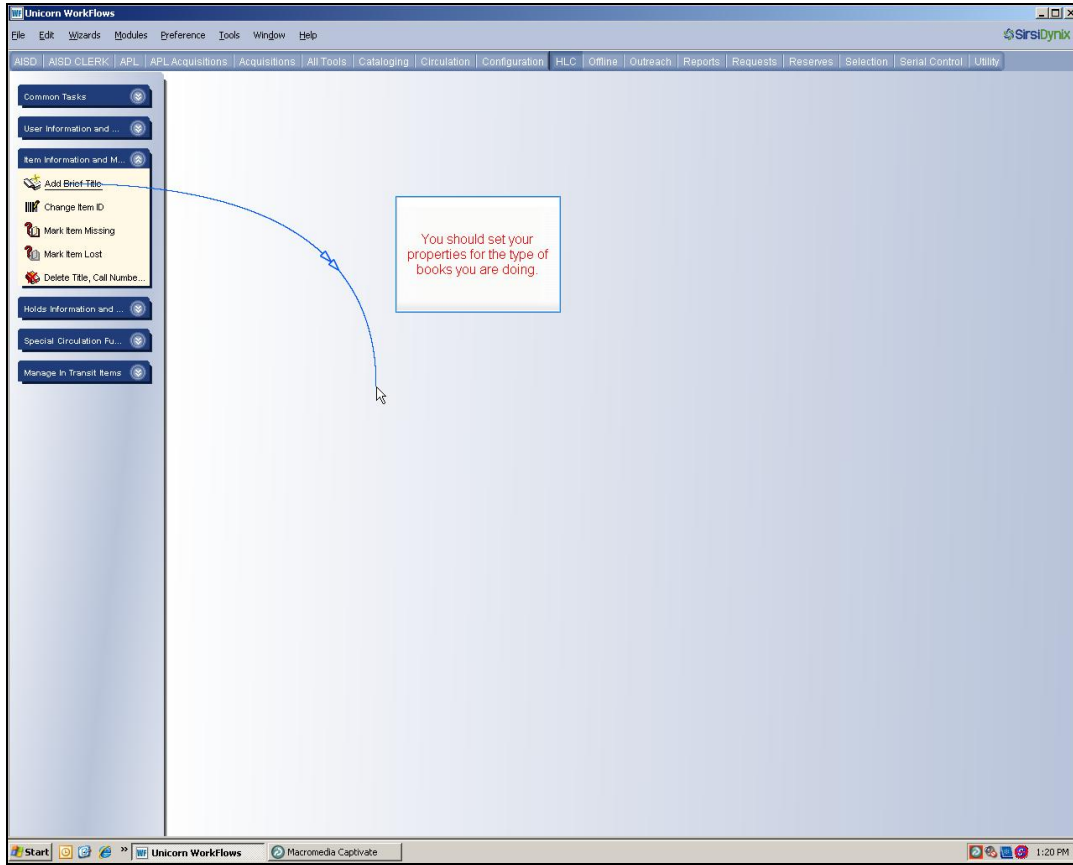
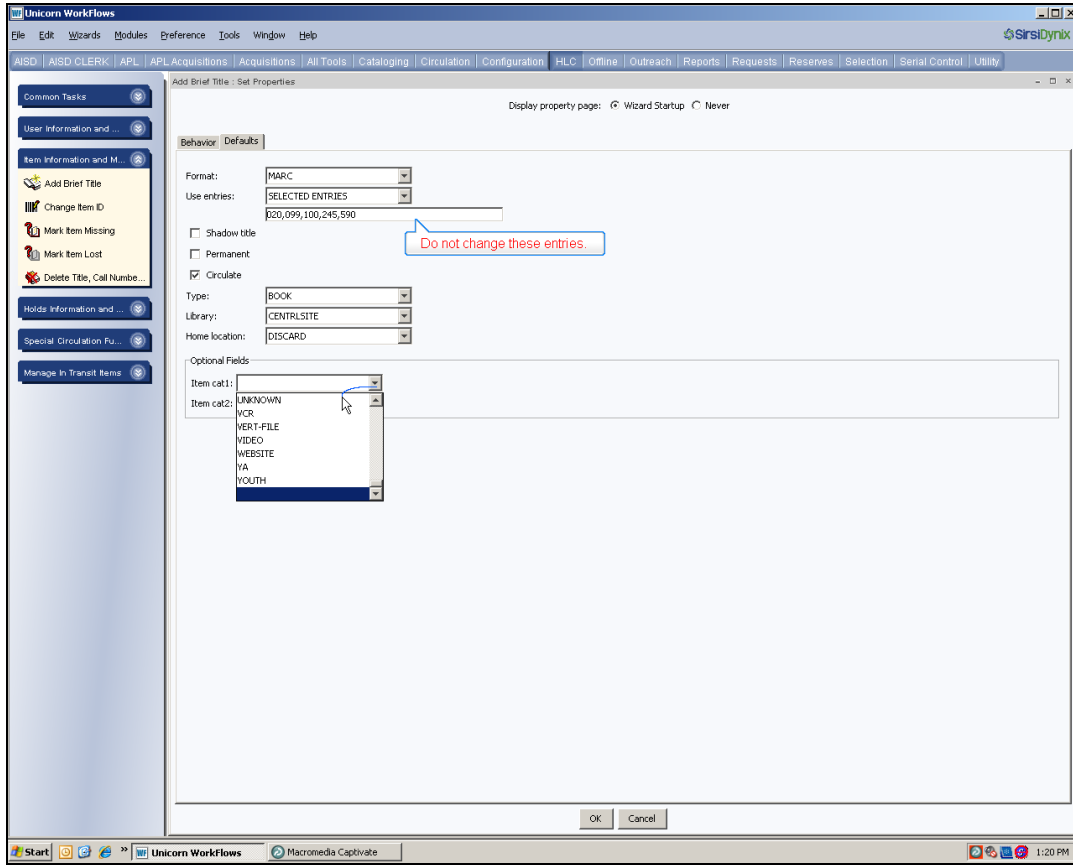


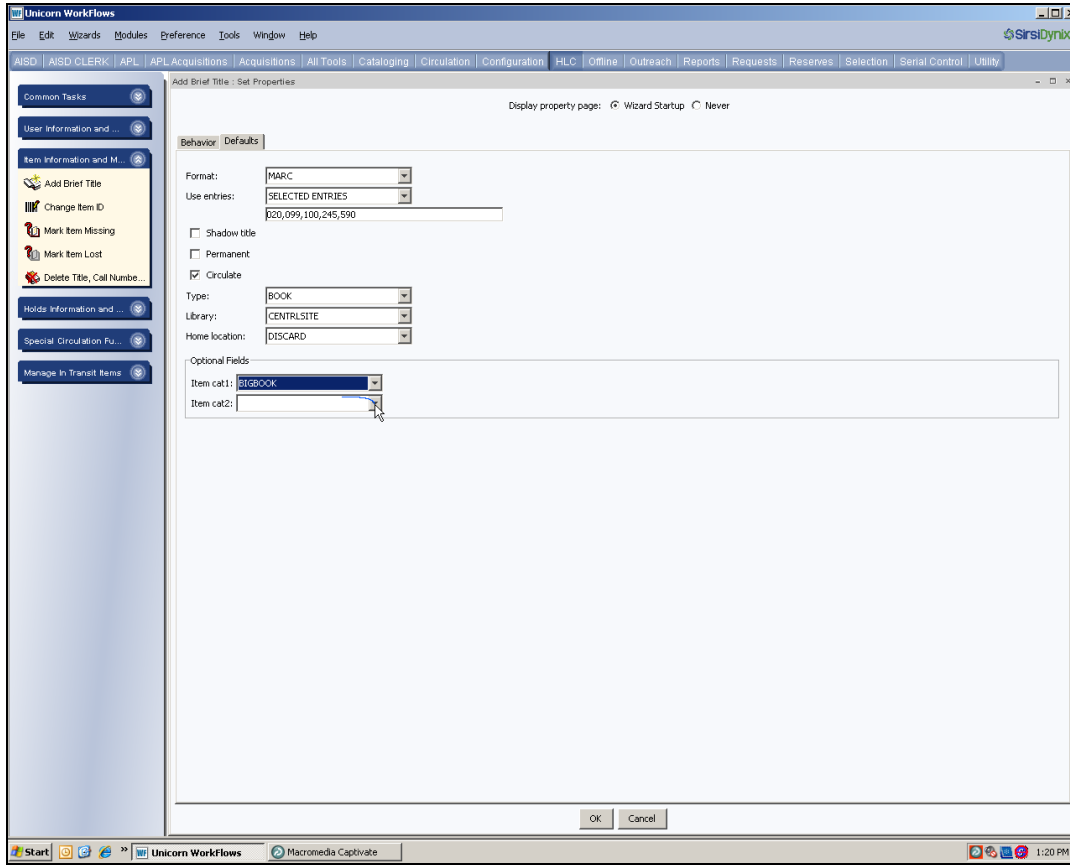
Click on Add Brief Title

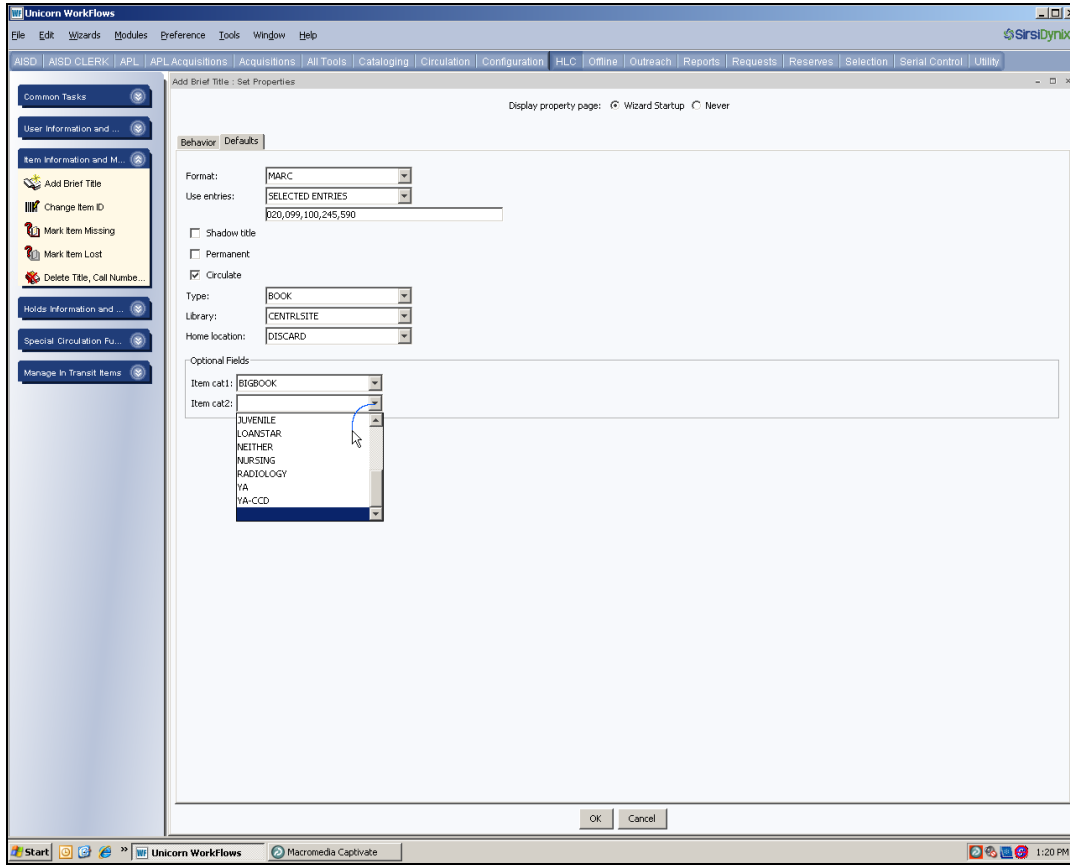


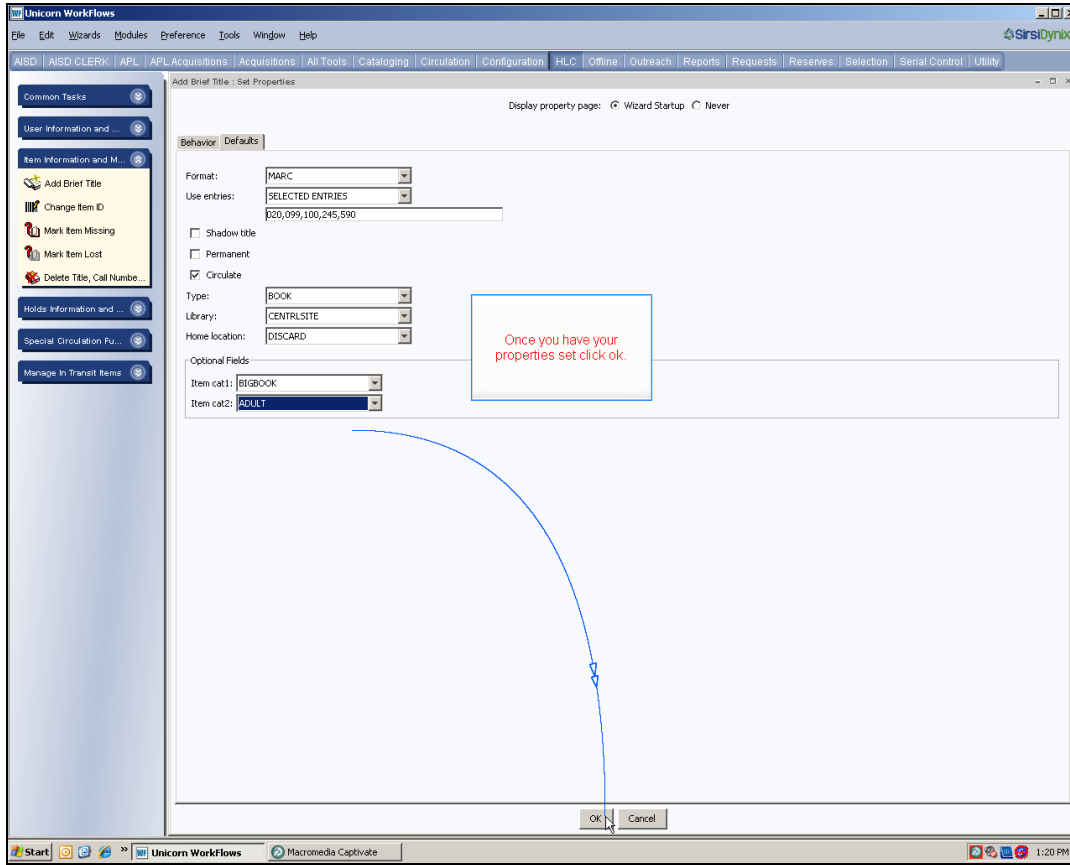
You should set your properties for the type of books you are doing.



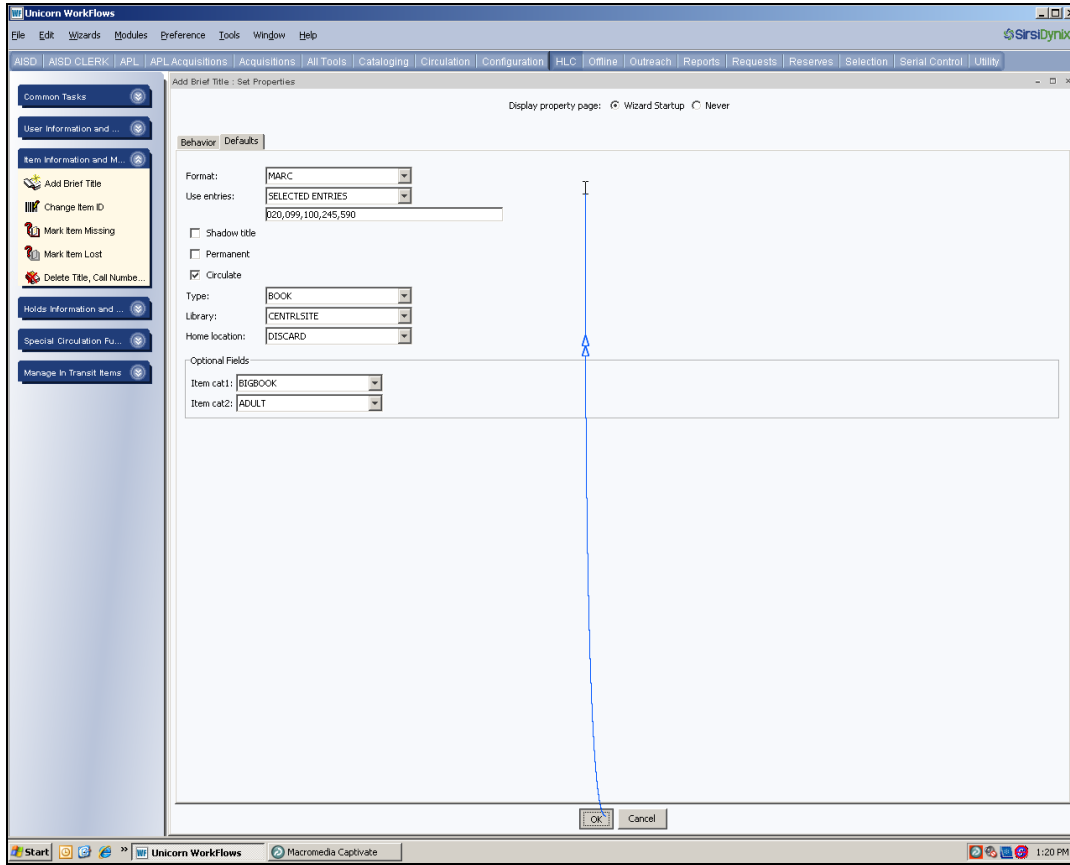
Do not change these entries.

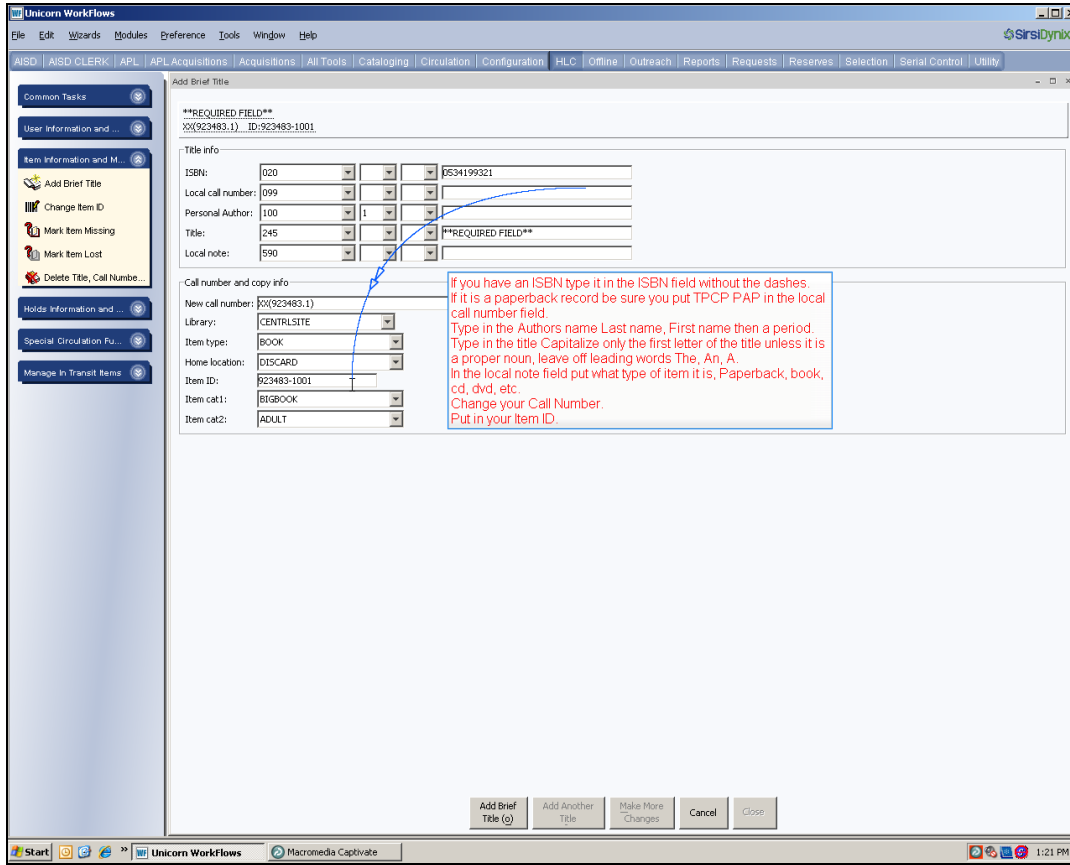






Once you have your properties set click ok.





If you have an ISBN type it in the ISBN field without the dashes.

If it is a paperback record be sure you put TPCP PAP in the local call number field.

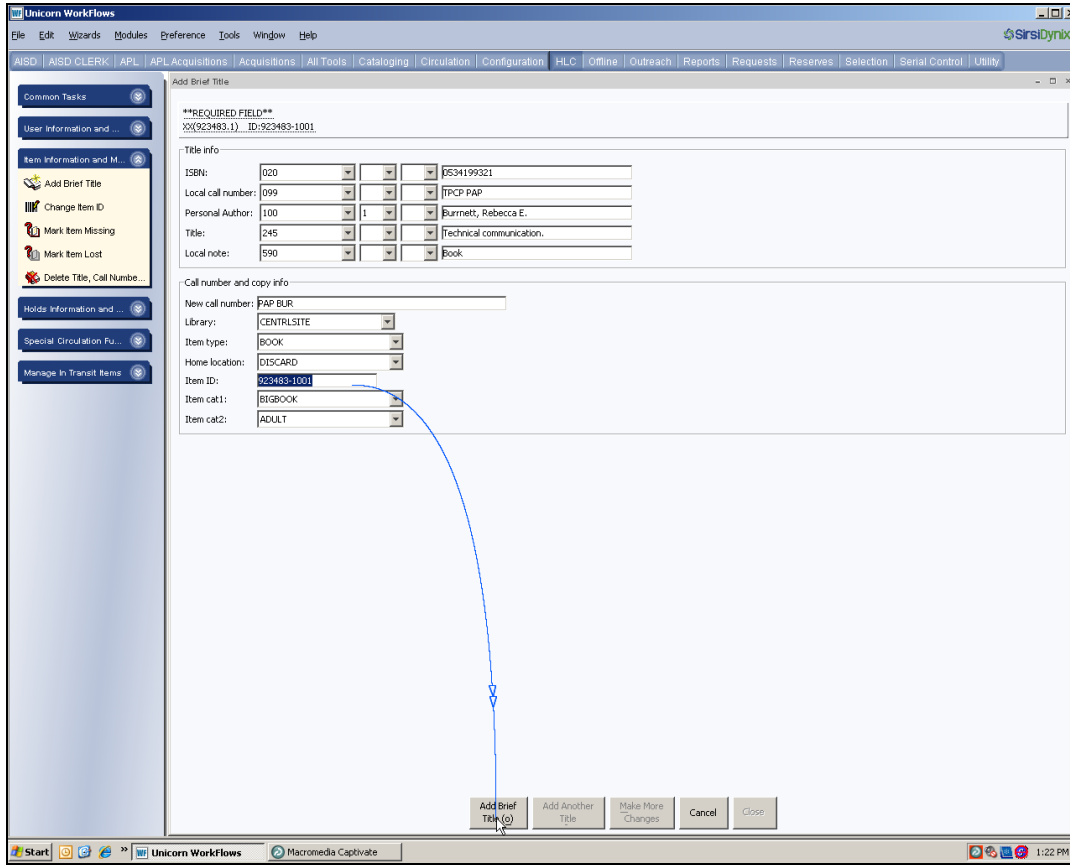
Type in the Authors name Last name, First name then a period. Type in the title Capitalize only the first letter of the title unless it is a proper noun, leave off leading words The, An, A.

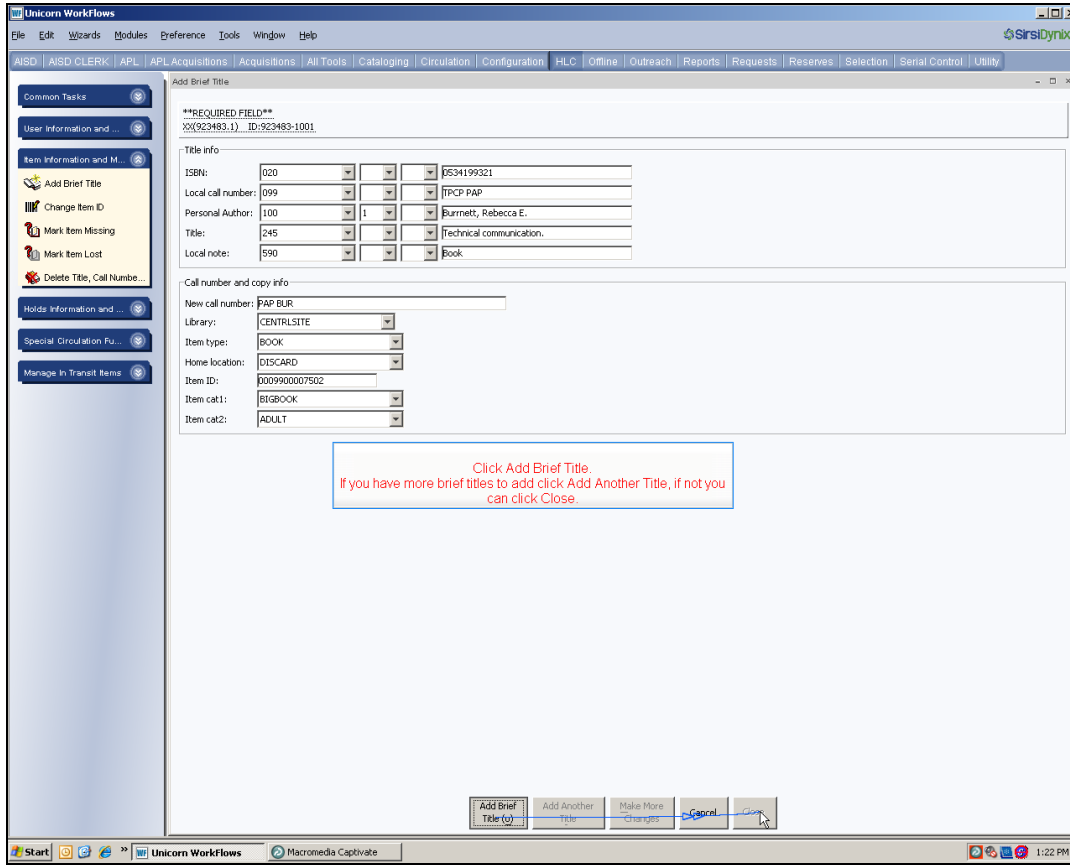
In the local note field put what type of item it is, Paperback, book, cd, dvd, etc.

Change your Call Number.

Put in your Item ID.







Click Add Brief Title.  
 If you have more brief titles to add click Add Another Title, if not you can click Close.

