

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:

Properties

Right Click on the **Add Brief Title** wizard

Click on the Defaults Tab

Do not make changes to the Format or the entries without calling HLC first.

Put a check in Permanent

Change the Type, Library, Home Location, Class Scheme (set to Dewey), Item cat1, and Item cat2

Click OK

The screenshot shows the 'Add Brief Title' form in a library management system. The form is titled 'Add Brief Title' and has a yellow background. At the top, there is a menu bar with options like 'File', 'Edit', 'Wizards', 'Modules', 'Preference', 'Tools', and 'Help'. Below the menu bar, there is a toolbar with various icons. The main area of the form is divided into several sections. The first section is 'Title info', which contains fields for ISBN, Personal Author, Title, Publication info, Physical description, Series Statement, and Local note. The second section is 'Call number and copy info', which contains fields for New call number, Class scheme, Library, Item type, Home location, Item ID, Item cat1, Item cat2, Item cat3, Item cat4, and Item cat5. The third section is 'Item ID', which contains fields for Item cat3, Item cat4, and Item cat5. At the bottom right of the form, there are four buttons: 'Add Brief Title (o)', 'Modify', 'Add Another Title', and 'Close'. The form also has a green sidebar on the left with various menu options.

020 ISBN. Required if available. Do not include dashes or spaces! If not available, leave blank. Do not substitute other standard numbers such as UPC for ISBN.

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. Triple check to be sure the ISBN in the brief record matches the ISBN on the item. If the ISBN ends with an X, enter a capital X.

(For AV material, change 020 to 024 and use the pc number).

For cataloging packets: Mark ISBN used in brief record on photocopy or write on packet form.

100 Author's last name, Author's first name. Capitalize first letters, and spell the name correctly. 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. Enter one and only one name, as the full record will include any coauthors. 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. Spell every word in the title correctly. Do not use all caps. End with a period.
- 260 Publication Info.** Enter City, State, Enter Publisher name, Enter copyright date. See example.
Example: City, State:|b publisher info:|c date
- 300 Physical Description.** Include page number, size, or number of discs/CDs and time for items. See example.
Example: Print material: p.;|c size (in centimeters)
Example: AV material: number of discs/CDs, time;|b color/black and white;|c size (of disc/CD)
- 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.
- 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.
- 700 Added Entry-Personal Name.** (May not appear in the form.) Optional. Add co-author or illustrator name. Follow instructions for Author above. *Not required.*

Call number and copy info

New call number: put in your call number (you will need to capitalize the call number)

If you set your properties all other fields should be correct

Scan in your **Item ID** (the scan automatically Adds the title)

Click Add Another Brief Title, Make More Changes or Close

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

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.)

Once you have created the Brief Title you need to create a packet to send to the HLC office for cataloging.

Mistakes:

When you notice a mistake, send Ivon an email. Include the error, the correction, and the item ID.

