

Harrington Library Consortium

Sending Packets by Email

Cataloging packets may be submitted by email in lieu of paper packets:

1. On the HLC website select **Workflows Help → Cataloging Documents**.
2. Under the heading **Online Forms** select the appropriate form from the list.
3. Fill it in just as you would a paper form.
4. Save it, using the item's title as the file name.
5. Attach it to an email.
6. Scan the same parts you would photocopy for a paper packet. Save those with the title as the file name, too. (Title1, Title2, etc.)
7. Attach those to the email.
8. Attach more packets to the same email if you wish.
9. Use "Packets" as the subject line and send it to ivon.cecil@amarillolibrary.org

Instructions for paper packets are available on the HLC website. Select **Workflows Help → Cataloging Documents**.

To use First Search/WorldCat instead of scans:

1. Type item id (bar code number), isbn, and title control number of your item into a blank email.
2. Find the record in First Search that matches your item.
3. Select and copy the entire record.
4. Paste it into the email.
5. Use "Packet" and the item title (or part of it) as the subject.
6. Send the email to ivon.cecil@amarillolibrary.org
7. A notice will be sent by email when the record is loaded into the catalog.

Alternative:

1. Type your item id, isbn, and title control number into a Word document.
 2. Paste the record onto the Word page.
 3. Save it, and attach it to an email.
- This allows several packets to be sent in the same email.