



CATALOGING

Attaching to Existing Records

Finding and Matching the Record

1. Search for your item in the catalog

Enter search keywords:

[Check out](#) [Check in](#) [Search the catalog](#)

Search on ISBN from the verso, Title, Author, and different combinations of these. If you don't find it at first, try different approaches and check your spelling. Don't give up if your first search fails!

2. Make sure the record is correct for your item

Do These Match?

Title →

Author →

Publisher →

Paging/Size →

ISBN →

Copyright Date →

What makes flamingos pink? : a colorful collection of Q & A's for the unquenchably curious /

Author(s): McLain, Bill.

Type: Book

Publisher: New York : HarperCollins Publishers, c2001

Edition: 1st ed.

Description: xiv, 318 p. ; 25 cm.

ISBN: 0060198265

Subject(s): Questions and answers

OPAC view: [Open in new window.](#)

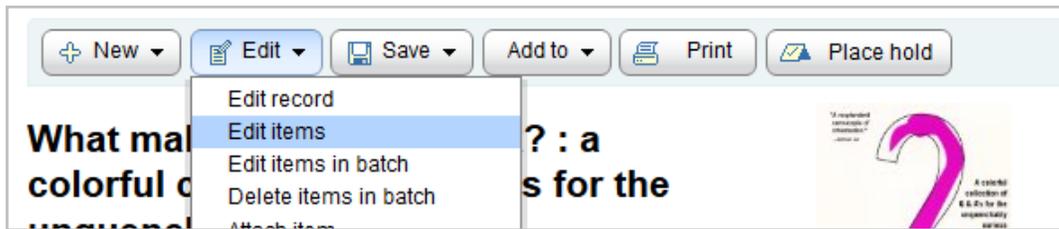
Holdings
Descriptions
Images

Item type	Current location	Home Library	Collection	Call number	Status	Last seen	Barcode
Book 1 Renew 0.20 Fine	Iola Public Library	Iola Public Library (Iola) Adult Nonfiction	Adult Books	031.02 M	Available	04/01/2009	34311000085730

Note: If everything matches or is close enough to matching except the ISBN, please add your ISBN to the record by going to Edit>Edit Record, finding the 020 field, duplicating it, and typing your ISBN in the new field. See "Editing a MARC Record" for more info.

Add Holdings to Record

1. Click Edit > Edit Items



2. Fill out necessary fields (some will remain blank)

Add item

0 - Withdrawn status	<input type="text"/>
1 - Lost status	<input type="text"/>
2 - Source of classification or shelving scheme	Dewey Decimal Classification
3 - Materials specified (bound volume or other part)	<input type="text"/>
4 - Damaged status	<input type="text"/>
5 - Use restrictions	<input type="text"/>
7 - Not for loan	<input type="text"/>
8 - Collection code	<input type="text"/>
a - Permanent location	Iola Public Library
b - Current location	Iola Public Library
c - Shelving location	<input type="text"/>
d - Date acquired	If known, add date. If not, the field fills with today's date. ...
e - Source of acquisition	Vendor info, donation, gift, etc. Also add initials here
g - Cost, normal purchase price	How much you paid for the item
h - Serial Enumeration / chronology	Issue/Volume number, mainly used for periodicals
o - Full call number	What's going on the spine label
p - Barcode	Scan or type barcode here
t - Copy number	If you have multiple copies, put copy # here
u - Uniform Resource Identifier	<input type="text"/>
v - Cost, replacement price	Replacement price for the item
w - Price effective from	This date will autofill to today's date
x - Non-public note	<input type="text"/>
y - Koha item type	<input type="text"/>
z - Public note	Memorial information or replacement info can go here

These fields are required.

3. Click 'Add Item' when you're done entering data.