



CATALOGING

Adding a Magazine

Finding and Matching the Record

1. Find the right record (type Title and Library Name)

Enter search keywords:

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

Results	Location
<input type="checkbox"/> 1. Better homes and gardens. [lola 2008-] Description: v. : ill. ; 32 cm. ISSN: 0006-0151. Type: Continuing Resource; Format: print ; Type of continuing resource: periodical Publisher: [Des Moines : Meredith, 1924- Holds Edit record Edit items	58 items, 57 available: lola Public Library Adult Magazine [Per Be 08] (3) Magazine lola Public Library Adult Magazine [Per Be 09] (12) Magazine lola Public Library Adult Magazine [Per Be 10] (12) Magazine lola Public Library Adult Magazine [Per Be 11] (12)

2. Confirm that it is the correct record.

Right Title? → **Better homes and gardens. [lola 2008-]**

Right Library? → **[lola]**

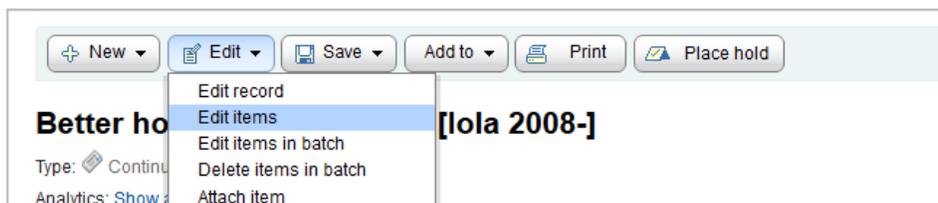
Right Date Range? → **[2008-]**

The screenshot shows a library catalog record for 'Better homes and gardens. [lola 2008-]'. The record details include: Type: Continuing Resource; Analytics: Show analytics; Publisher: [Des Moines : Meredith, 1924-; Description: v. : ill. ; 32 cm.; ISSN: 0006-0151; Subject(s): Gardening -- Periodicals | Fruit-culture -- Periodicals | Architecture, Domestic -- Periodicals | Interior decoration -- Periodicals | Landscape gardening -- Periodicals; Continues: Fruit, garden and home; OPAC view: Open in new window. The record is displayed in a table with 'Holdings' and 'Descriptions' tabs.

If you cannot find the right record or need a new record created, please contact [Kim Burns](#) at SEKLS.

Add Magazine Holding 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0 - Withdrawn status	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 - Koha collection	<input type="text"/>
a - Location (home branch)	lola Public Library
b - Sublocation or collection (holding branch)	lola Public Library
c - Shelving location	<input type="text"/>
d - Date acquired	If known, add date. If not, the field autofills with today's date.
e - Source of acquisition	Vendor info, donation, gift, memorial, etc. Where you got it from
f - Coded location qualifier	<input type="text"/>
g - Cost, normal purchase price	How much you paid for the item
h - Serial Enumeration / chronology	Issue/Volume number, mainly used for periodicals
j - Shelving control number	<input type="text"/>
o - Koha full call number	Usually something like 'Per Be 13'
p - Piece designation (barcode)	Scan or type barcode here
t - Copy number	If there are 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
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.