



Cataloging and Item Entry FAQ

Volume Records



Volume Records

- Formatting



Volume Records

- Formatting
- Duplicates

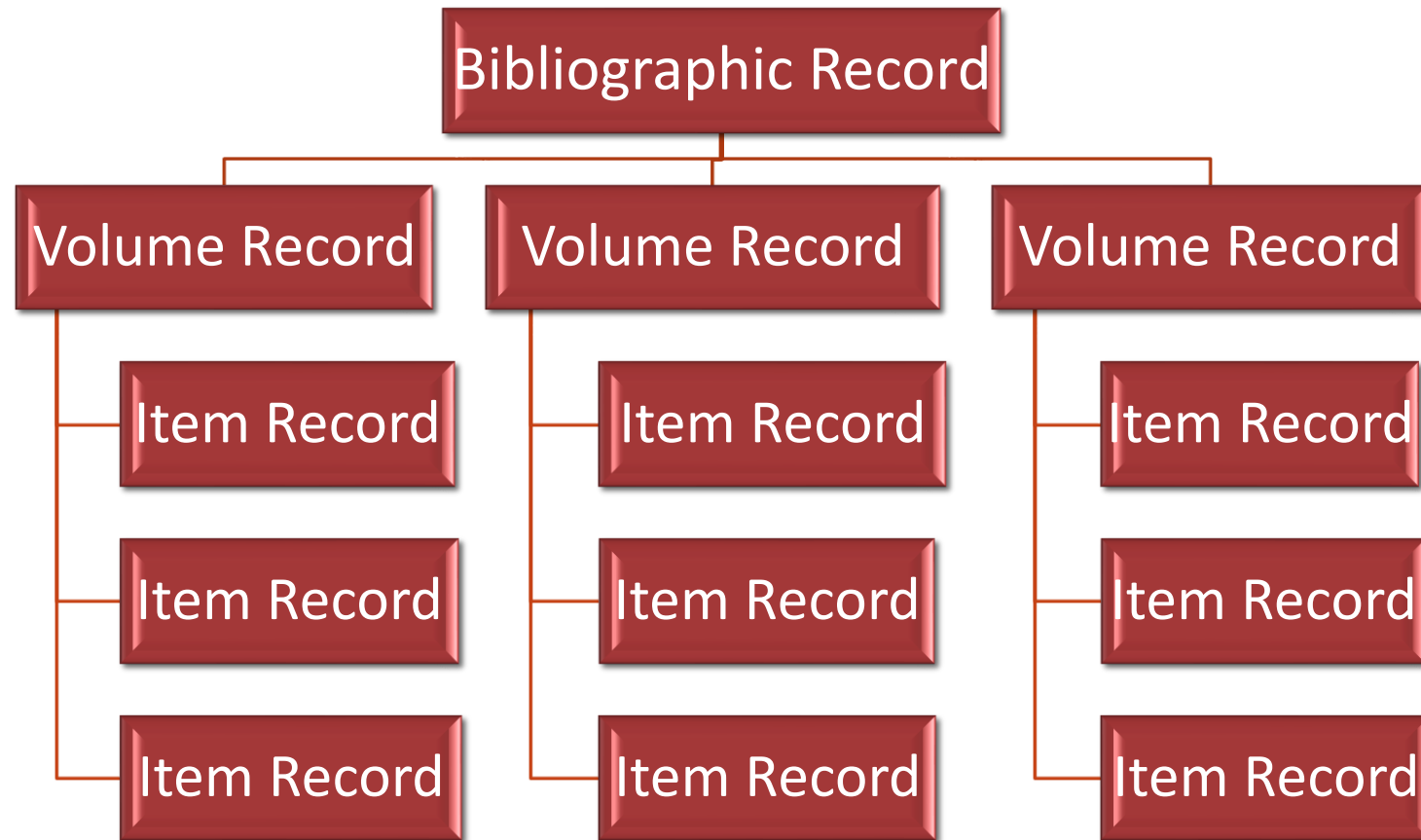


Volume Records

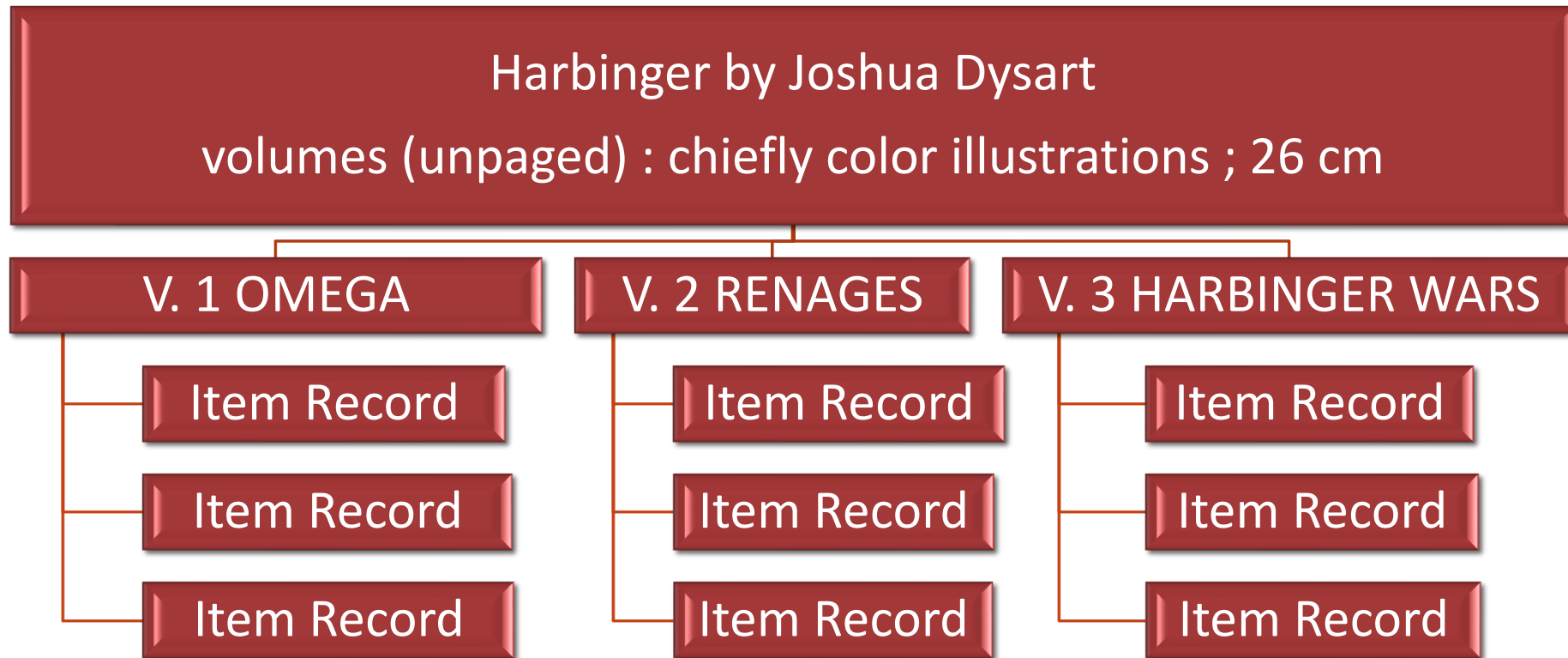
- Formatting
- Duplicates
- Linking



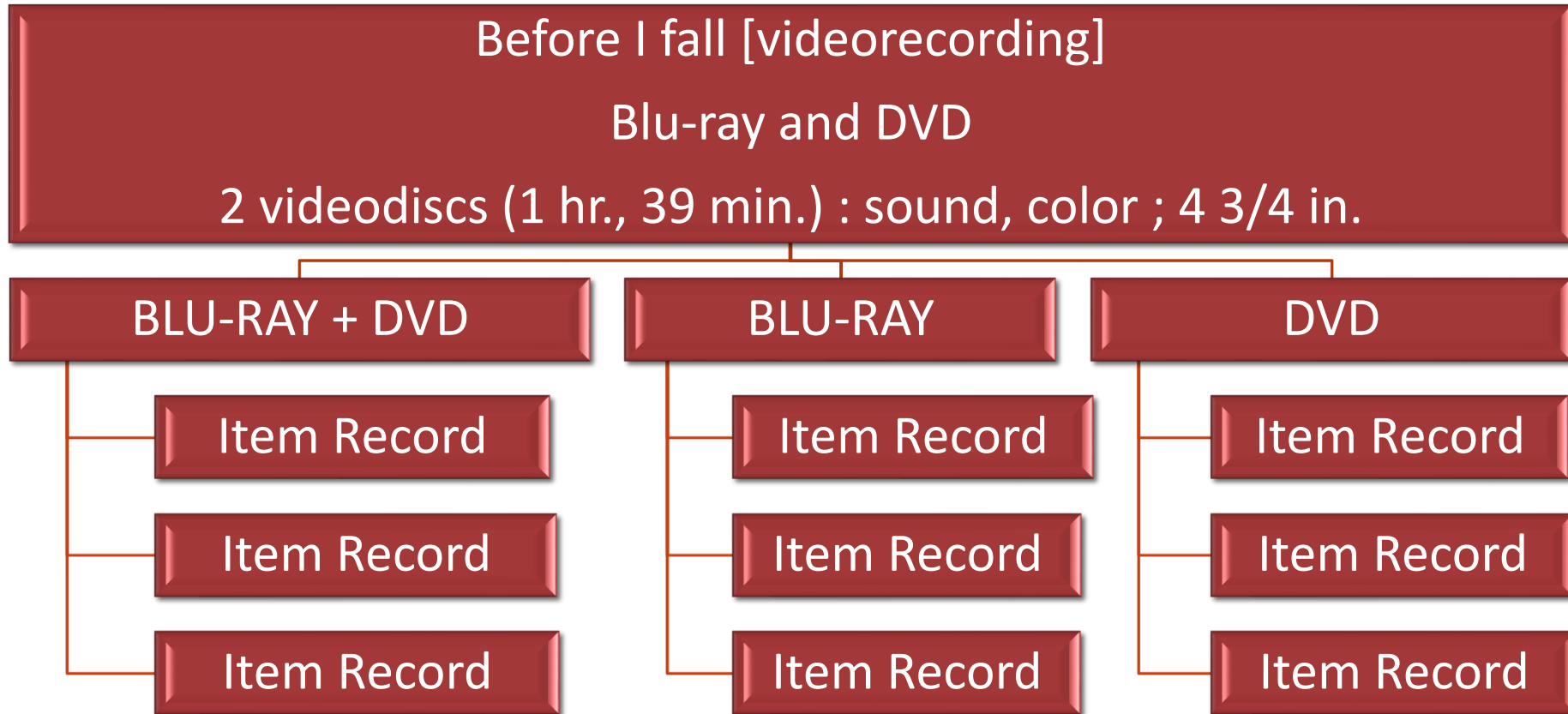
Volume Records



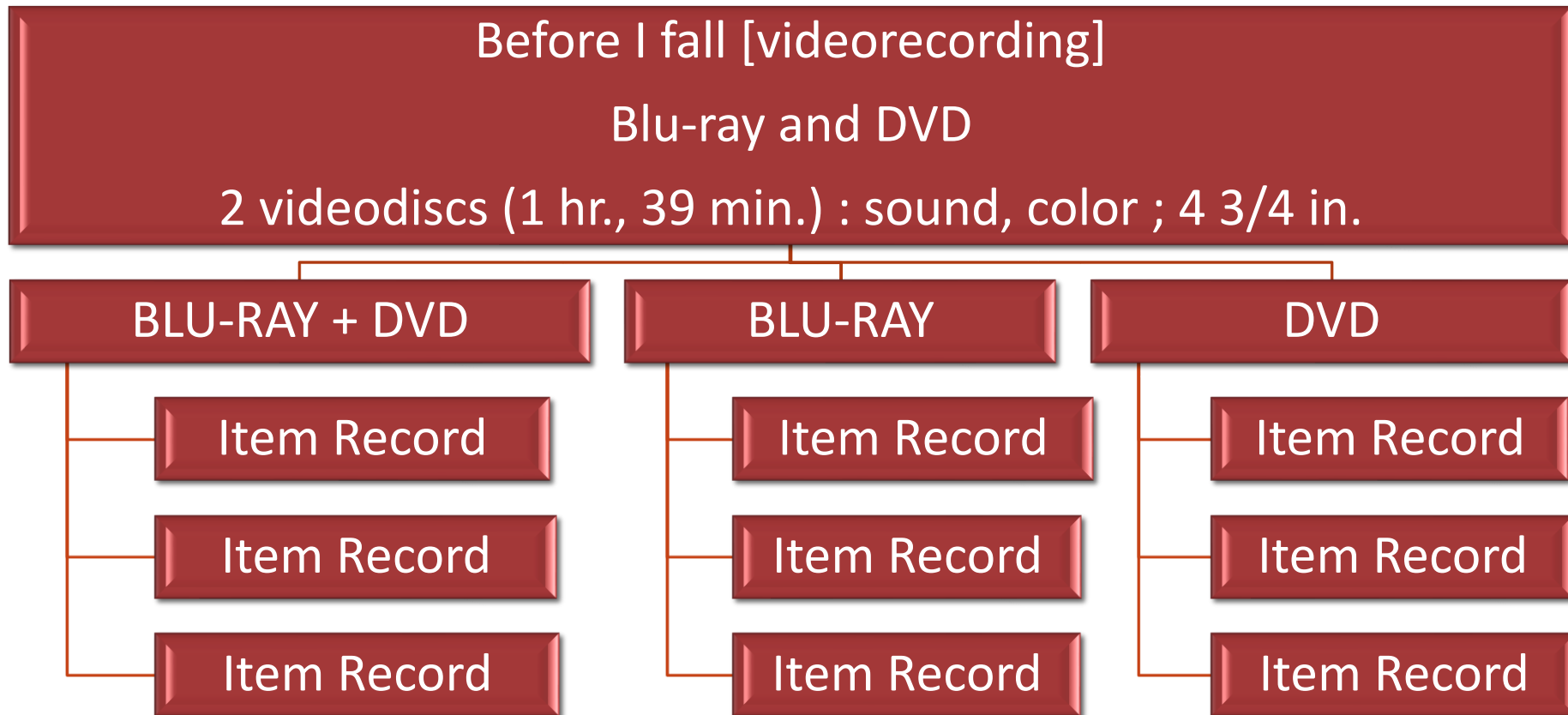
Volume Records



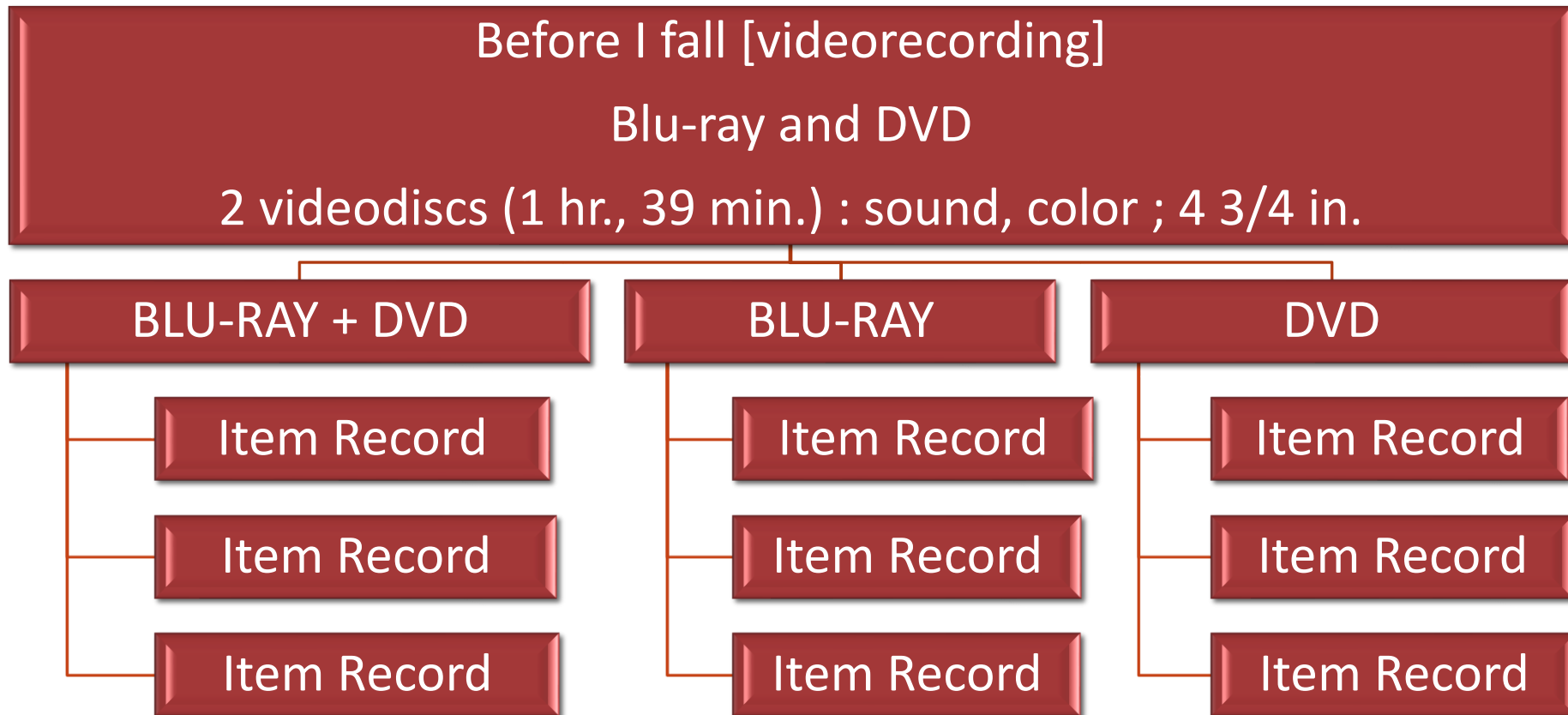
Volume Records



Volume Records



Volume Records



Before I fall [videorecording]
Blu-ray and DVD
2 videodiscs (1 hr., 39 min.) : sound, color ; 4 3/4 in.

BLU-RAY + DVD

Item Record

Item Record

Item Record

BLU-RAY

Item Record

Item Record

Item Record

DVD

Item Record

Item Record

Item Record

Unlinked Item Record

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BLU-RAY

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Item Record

DVD

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Item Record

Item Record

Unlinked Item Record

Volume Records

Summary

Bib-Level Holds 0

Summary

View

#	Record Number	Volume Statement
1	j14741349	MISC
2	j13503005	ED. 3 1998
3	j14741337	ED. 6 2002
4	j13502992	ED. 7 2003
5	j12297689	ED. 15 2012
6	j13240997	ED. 17 2014
7	j13497091	ED. 18 2016
8	j13869917	ED. 19 2018
9	j13987124	ED. 20 2019
10	j14741313	20th ed.
11	j14376210	ED. 21 2021
12	j14688116	ED. 22 2023

Volume Records

Summary

Bib-Level Holds 0

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1	j14741349	MISC
2	j13503005	ED. 3 1998
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Volume Records

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Bib-Level Holds 0

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Volume Records


PrairieCat



<https://support.prairiecat.info/documentation/documentation-technical-services-technical-services-policies-9>

Volume Records

Questions?



Preceding Spaces



Record

Not checked out

i104804816 Last Updated: 08-31-2023 Created: 08-30-2023 Revisions: 1

Copy No.	1	Inventory Date	- -	Location	rcstk RAILS-CV Professional Collection - CVSG-9
Item Code 1	1003	Checkin Location	0	Loanrule	0
Item Code 2	- ---	No. of Renewals	0	Status	- AVAILABLE
Item Type	2 Book, Paperback	No. of Overdues	0	Internal Use	0
Price	\$40.00	Overdue Date	- -	Copy Use	0
Checkout Date	- - :	Item Use 3	0	Item Message	- No Message
Checkout Location	0	Recall Date	- -	OPAC Message	- ---
Due Date	- -	Total Checkouts	0	Year-to-Date Circ	0
Patron No.	0	Total Renewals	0	Last Year Circ	0
Last Patron	0	Last Checkout Date	- - :	Item Agency	24 PrairieCat Central Site
Last Checkin	- - :				

Local Dewey Call Number	092	343.7305 DAI
Barcode		31234000000000
Volume	ED. 18 2016	

Also linked to record(s):

b12777821(j13497091)

Record

Not checked out

i104804816 Last Updated: 08-31-2023 Created: 08-30-2023 Revisions: 1

Copy No.	1	Inventory Date	- -	Location	rcstk RAILS-CV Professional Collection - CVSG-9
Item Code 1	1003	Checkin Location	0	Loanrule	0
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Item Type	2 Book, Paperback	No. of Overdues	0	Internal Use	0
Price	\$40.00	Overdue Date	- -	Copy Use	0
Checkout Date	- - :	Item Use 3	0	Item Message	- No Message
Checkout Location	0	Recall Date	- -	OPAC Message	- ---
Due Date	- -	Total Checkouts	0	Year-to-Date Circ	0
Patron No.	0	Total Renewals	0	Last Year Circ	0
Last Patron	0	Last Checkout Date	- - :	Item Agency	24 PrairieCat Central Site
Last Checkin	- - :				

Local Dewey Call Number	092	343.7305 DAI
Barcode		31234000000000
Volume	ED. 18 2016	

Also linked to record(s):

b12777821(j13497091)

Preceding Spaces

Summary

View Attach New Item Delete Move Select

#	Record Number	Location	Local Dewey Call Number	Volume	Barcode
21	i54541785	nlanf	343.7305 DAI	ED. 15 2012	31984003072749
22	i80265674	nlanf	343.730 DAI	ED. 20 2019	31984003689567
23	i95777027	nlanf	343.730 DAI	ED. 21 2021	31984003902911
24	i76899998	odanf	336.243 DAI ED. 19 2018	ED. 19 2018	30201000134252
25	i3353388x	pranf	343.73 DAI	ED. 3 1998	37358000440635
26	i104804816	rdanf	343.7305 DAI	ED. 18 2016	31234000000000
27	i63729325	rlanf	343.7305 DAI	ED. 18 2016	37578001928300
28	i103476507	rpanf	343.7305 NOL	ED. 22 2023	30070002529656
29	i67244415	rpanf	343.7305 NOL	ED. 18 2016	30070001745030
30	i58583634	saanf	343.068 DAI	ED. 17 2014	37011000682603
31	i54197867	scanf	343.7305 DAI	ED. 15 2012	30105000021189
32	i67244397	slanf	343.73 DAI	ED. 18 2016	30085000238522
33	i77542617	sygsf	343.05268 TAX 2018	ED. 19 2018	38539002050774
34	i54440270	teanf	659.022 DAI	ED. 15 2012	31561002828007

Volume Records

Questions?



Templates



Templates



Templates

**PrairieCat website:
Resources > Forms > Item
Template Request**



Templates

**PrairieCat website:
Resources > Forms > Item
Template Request**



Templates

Sierra:

**Admin > Settings > Record
Templates (tab)**



Templates

Questions?



On-order item records



On order item records

- to provide a visual to staff and patrons of what is due to be published in a particular month



On order item records

- to provide a visual to staff and patrons of what is due to be published in a particular month
- to enable holds to be placed on restricted items



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On order item records

Copy No.	1	Inventory Date	- -	Location	woord Woodstock PL On Order - WOLY-11
Item Code 1	1790	Checkin Location		Loanrule	
Item Code 2	- ---	No. of Renewals		Status	a ON-ORDER
Item Type	255 On-Order	No. of Overdues		Internal Use	
Price	\$44.44	Overdue Date	- -	Copy Use	
Checkout Date	- - :	Item Use 3		Item Message	- No Message
Checkout Location		Recall Date	- -	OPAC Message	- ---
Due Date	- -	Total Checkouts		Year-to-Date Circ	
Patron No.		Total Renewals		Last Year Circ	
Last Patron		Last Checkout Date	- - :	Item Agency	170 Woodstock Public Library
Last Checkin	- - :				
Local Dewey Call Number	099			ON ORDER (SEP 5, 2023)	

On order item records

Copy No.	1	Inventory Date	- -	Location	wood Woodstock PL On Order - WOLY-11
Item Code 1	1790	Checkin Location		Loanrule	
Item Code 2	- ---	No. of Renewals		Status	a ON-ORDER
Item Type	255 On-Order	No. of Overdues		Item Use	
Price	\$44.44	Overdue Date	- -	Copy Use	
Checkout Date	- - :	Item Use 3		Item Message	- No Message
Checkout Location		Recall Date	- -	OPAC Message	- ---
Due Date	- -	Total Checkouts		Year-to-Date Circ	
Patron No.		Total Renewals		Last Year Circ	
Last Patron		Last Checkout Date	- - :	Item Agency	170 Woodstock Public Library
Last Checkin	- - :				

Local Dewey Call Number 099 ON ORDER (SEP 5, 2023)



On order item records

Copy No.	1	Inventory Date	- -	Location	wood Woodstock PL On Order - WOLY-11
Item Code 1	1790	Location		Loanrule	
Item Code 2	- ---	No. of Renewals		Status	a ON-ORDER
Item Type	255 On-Order	No. of Overdues		Internal Use	
Price	\$44.44	Overdue Date	- -	Copy Use	
Checkout Date	- - :	Item Use 3		Item Message	- No Message
Checkout Location		Recall Date	- -	OPAC Message	- ---
Due Date	- -	Total Checkouts		Year-to-Date Circ	
Patron No.		Total Renewals		Last Year Circ	
Last Patron		Last Checkout Date	- - :	Item Agency	170 Woodstock Public Library
Last Checkin	- - :				

Local Dewey Call Number 099 ON ORDER (SEP 5, 2023)

On order item records


Copy No.	1	Inventory Date	- -	Location	woord Woodstock PL On Order - WOLY-11
Item Code 1	1790	Checkin Location		Loanrule	
Item Code 2	- ---	No. of Renewals		Status	a ON-ORDER
Item Type	255 On-Order	Overdue Date	- -	Internal Use	
Price	\$44.44	Item Use 3		Copy Use	
Checkout Date	- - :	Recall Date	- -	Item Message	- No Message
Checkout Location		Total Checkouts		OPAC Message	- ---
Due Date	- -	Total Renewals		Year-to-Date Circ	
Patron No.		Last Checkout Date	- - :	Last Year Circ	
Last Patron				Item Agency	170 Woodstock Public Library
Last Checkin	- - :				

Local Dewey Call Number 099 ON ORDER (SEP 5, 2023)

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Copy No.	1	Inventory Date	- -	Location	wood Woodstock PL On Order - WOLY-11
Item Code 1	1790	Checkin Location		Loanrule	
Item Code 2	- ---	No. of Renewals		Status	a ON-ORDER
Item Type	255 On-Order	No. of Overdues		Internal U	
Price	\$44.44	Overdue Date	- -	Co	
Checkout Date	- - :	Item Use 3		Message	- No Message
Checkout Location		Recall Date	- -	OPAC Message	- ---
Due Date	- -	Total Checkouts		Year-to-Date Circ	
Patron No.		Total Renewals		Last Year Circ	
Last Patron		Last Checkout Date	- - :	Item Agency	170 Woodstock Public Library
Last Checkin	- - :				

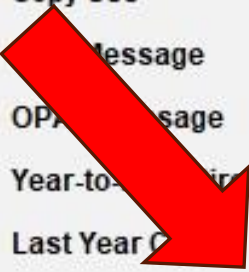
Local Dewey Call Number 099 ON ORDER (SEP 5, 2023)



On order item records


Copy No.	1	Inventory Date	- -	Location	wood Woodstock PL On Order - WOLY-11
Item Code 1	1790	Checkin Location		Loanrule	
Item Code 2	- ---	No. of Renewals		Status	a ON-ORDER
Item Type	255 On-Order	No. of Overdues		Internal Use	
Price	\$44.44	Overdue Date	- -	Copy Use	
Checkout Date	- - :	Item Use 3		Message	- No Message
Checkout Location		Recall Date	- -	OP Message	- ---
Due Date	- -	Total Checkouts		Year-to-Date	
Patron No.		Total Renewals		Last Year C	
Last Patron		Last Checkout Date	- - :	Item Agency	170 Woodstock Public Library
Last Checkin	- - :				

Local Dewey Call Number 099 ON ORDER (SEP 5, 2023)



On order item records

Copy No.	1	Inventory Date	- -	Location	woord Woodstock PL On Order - WOLY-11
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Checkout Location		Recall Date	- -	OPAC Message	- ---
Due Date	- -	Total Checkouts		Year-to-Date Circ	
Patron No.		Total Renewals		Last Year Circ	
Last Patron		Last Checkout Date	- - :	Item Agency	170 Woodstock Public Library
Last Checkin	- - :				
Local Dewey Call Number	099				ON ORDER (SEP 5, 2023)



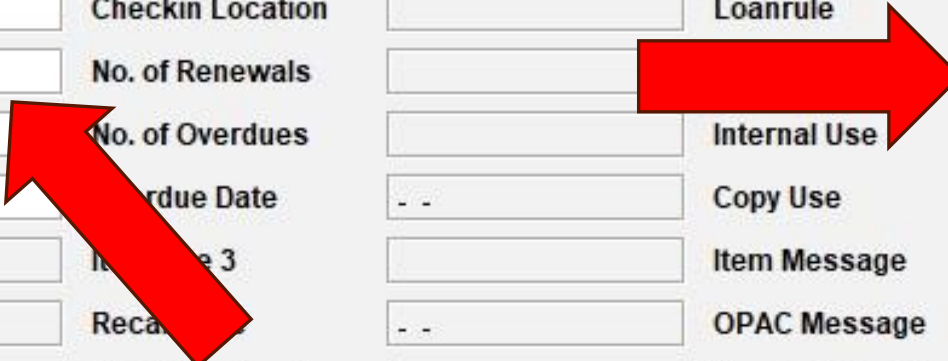
On order item records

Copy No.	1	Inventory Date	- -	Location	woord Woodstock PL On Order - WOLY-11
Item Code 1	1790	Checkin Location		Loanrule	
Item Code 2	- ---	No. of Renewals		Status	a ON-ORDER
Item Type	255 On-Order	No. of Overdues		Internal Use	
Price	\$44.44	Overdue Date	- -	Copy Use	
Checkout Date	- - :	Item Use 3		Item Message	- No Message
Checkout Location		Recall Date	- -	OPAC Message	- ---
Due Date	- -	Total Checkouts		Year-to-Date Circ	
Patron No.		Total Renewals		Last Year Circ	
Last Patron		Last Checkout Date	- - :	Item Agency	170 Woodstock Public Library
Last Checkin	- - :				
Local Dewey Call Number	099			ON ORDER (SEP 5, 2023)	

On order item records

Copy No.	1	Inventory Date	--	Location	wood Woodstock PL On Order - WOLY-11
Item Code 1	1790	Checkin Location		Loanrule	
Item Code 2	d Discard	No. of Renewals		Internal Use	W WITHDRAWAL
Item Type	255 On-Order	No. of Overdues		Copy Use	
Price	\$44.44	Due Date	--	Item Message	- No Message
Checkout Date	-- :	Recall	--	OPAC Message	- ---
Checkout Location		Total Checkouts		Year-to-Date Circ	
Due Date	--	Total Renewals		Last Year Circ	
Patron No.		Last Checkout Date	-- :	Item Agency	170 Woodstock Public Library
Last Patron					
Last Checkin	-- :				

Local Dewey Call Number 099 ON ORDER (SEP 5, 2023)



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Settings

New Records Rapid Update Receive Invoice Import Invoice Recommendations
Export Records Search Print Templates Facet Display
Web Options Web Master Headings Reports Macros
Create Lists Claiming/Binding Statistics Windows Funds Multiselection Groups
Global Update Display Record Templates On-the-fly Records Session Statistics

Record Type

Preferred Templates

RCOrder	PrairieCat On Order
RSBook	RAILS Shorewood Book
RSPer	RAILS SW Periodical
TEST	TEST TEMPLATE
Train1	Training with Prompts
Train2	Training without Prompts

Other Templates

RCBook	RAILS Coal Valley Book
RCPer	RAILS CV Periodical
RCPER	RAILS CV Periodicals
RDANonFic	RiverValleyAdultNonFic
RDBook	River Valley Book
RDNAudioBK	RiverValleyNewAudioE
RDNewAFic	RiverValley NewAdultF
RDNewBio	RiverValley New Biogr
RDNewDVD	RiverValley New DVD
RDNewJFic	RiverValley New Juv Fi
RDNewJNo...	RiverValleyNewJuvNor
RDNewLP	RiverValleyNewLargeF
RDNewPicBk	RiverValleyNewPicture
RDNewTVD...	RiverValley New TV DV
RDNewDVD	RiverValleyNonFicDVD

New Edit View Delete

Save Settings OK Cancel

Admin > Settings >
Record Templates (tab)

On order item records

Copy No.	<input type="text" value="1"/>	Inventory Date	<input type="text" value="--"/>	Location	<input type="text" value="rctcs PrairieCat On Order"/>
Item Code 1	<input type="text" value="1790"/>	Checkin Location	<input type="text"/>	Loanrule	<input type="text"/>
Item Code 2	<input type="text" value="- ---"/>	No. of Renewals	<input type="text"/>	Status	<input type="text" value="a ON-ORDER"/>
Item Type	<input type="text" value="255 On-Order"/>	No. of Overdues	<input type="text"/>	Internal Use	<input type="text"/>
Price	<input type="text" value="\$44.44"/>	Overdue Date	<input type="text" value="--"/>	Copy Use	<input type="text"/>
Checkout Date	<input type="text" value="-- :"/>	Item Use 3	<input type="text"/>	Item Message	<input type="text" value="- No Message"/>
Checkout Location	<input type="text"/>	Recall Date	<input type="text" value="--"/>	OPAC Message	<input type="text" value="- ---"/>
Due Date	<input type="text" value="--"/>	Total Checkouts	<input type="text"/>	Year-to-Date Circ	<input type="text"/>
Patron No.	<input type="text"/>	Total Renewals	<input type="text"/>	Last Year Circ	<input type="text"/>
Last Patron	<input type="text"/>	Last Checkout Date	<input type="text" value="-- :"/>	Item Agency	<input type="text" value="24 PrairieCat Central Site"/>
Last Checkin	<input type="text" value="-- :"/>				
Local Dewey Call Number	<input type="text" value="099"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="ON ORDER ITEM"/>	

On order item records

Questions?

