MANUAL FOR LIBRARY STAFF

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Koha Community

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INTRODUCTION

The Southeastern NY Library Resources Council hosts Southeastern Special Library Catalog (SE-SLC), a union catalog of special libraries. Koha, an open source software program, is used for the catalog platform. Participating libraries have individual online public access catalog for their users as well as access to the union catalog of all participating libraries’ holdings. Participating Libraries are responsible for adding new holdings and deleting holdings for items no longer in their collection.

This manual is for staff at special libraries using the Southeastern Special Library Catalog. Procedures cover how to perform the following cataloging steps:

- Add holdings to existing bibliographic records,
- Add new bibliographic records and holdings,
- Delete holdings and
- Delete bibliographic records that have no holdings.

New bibliographic records are added by “copy cataloging” or importing existing records via a Z39.50 search of other library catalogs such as the Library of Congress and the National Library of Medicine. *This manual does not cover how to do original cataloging.*

SENYLRC staff profiles new participating libraries and creates staff user accounts including a username and password for access. Contact SENYLRC for login access for new staff.

The Southeastern Special Library Catalog began as a project funded by two federal grants. In 2009, SENYLRC received a National Network of Libraries of Medicine Middle Atlantic Region Technology Immersion Grant. SENYLRC also had a two year Library Services and Technology Act (LSTA) Service Improvement Project Grant (2010-2012), administered the New York State Library Division of Library Development.

Judy Fischetti
Member Services Librarian
Southeastern NY Library Resources Council
April 20, 2012
GETTING STARTED

1. On the Internet, go to: http://kohaadmin.senylrc.org/

![Login screen]

Figure 1  Login screen

2. Login by entering your Username and Password.

Your Username: ________________

Your Password: ________________

3. Click Login.
4. The Home screen will display.

- **Advanced Search** – Click for the Advanced Search screen or enter search terms and click OK.
- **Cataloging** – Use to add bibliographic records.
- **Reports** – Use for a shelf list for inventory.
- **Tools** – Create Spine Labels (This feature is under development.)

![Figure 2 Home screen display for most participating libraries](image)

![Figure 3 Alternate home screen seen by some participating libraries](image)
5. Searching for titles in **Advanced Search**.

   a. The system defaults to **Keyword** search. Change to author, title, subject, etc. as needed.
   b. Limit to item format and subtype as needed. It is not necessary to limit the search when searching for a specific title, unless there are many entries for the same title in various formats.
   c. Enter your search terms.
   d. Click the **Search** button or press the **Enter** key on your computer’s keyboard.

![Advanced search screen](image)

*Figure 4 Advanced Search screen.*
CATALOGING: OVERVIEW OF THE PROCESS

When your library acquires a new item, add the holding to Koha. First, determine if there is already a bibliographic record in the catalog. Search thoroughly for the title. If you find a record for the same title, check the following to make sure your item matches the record:

- ISBN number matches.
- If there is no ISBN, compare publisher, date, edition and pagination.
- **Format.** Select the record with the same format as your item. Add a print holding to a print record and an electronic resource, book or serial, to a record for the electronic resource. Do not combine print and electronic resources to the same record. DVDs and videocassettes may be combined in the same record if the publication information matches.

If you find a matching record, add the holding to the bibliographic record.

If you do not find a record, use the Z39.50 search for a record. Add the record and the holding.

Determine what cataloging classification system your library uses. If more than one is used at your library, determine which one is used for this item. For example, medically related topics can be cataloged using the National Library of Medicine Classification system.

Call numbers are determined when an item is cataloged. Some sources for call numbers include:

- the Cataloging-in-Publication Data (CIP) found in the book,
- the MARC record,
- another copy in your library, or
- another library’s item.

Multiple copies of a title are added as individual items. Multiple copies can be designated by c1, c2 etc. in the call number or “Copy number” field.

If your MARC record will not save when you click the Save button, systematically review the MARC fields for a yellow box or a red asterisk that will alert you to a field missing some information. If you determine that you have no information to add, add a space to the highlighted field using the space bar on your keyboard and then click Save again. If it still will not save, continue reviewing the MARC record until there are no additional alerts.

After you add holdings to a record, the holdings will not display in a search listing until the following day after indexing is run on the catalog. This occurs overnight each day.
1. Login to the Southeastern Special Libraries Catalog.
2. Search for the title to be added.
3. If a bibliographic record for the title already exists in Koha, it will display in a list of titles or as an individual record depending on your search terms and fields.
4. From these screens, there are several paths to the “Add Item” screen to add a holding. Following are some ways:

![List of titles and title screen]

- From a list of bibliographic records, click on **Edit items** for the procedure with the fewest steps. You can also click on the title for the title screen to display.

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b. This title screen resulted from an exact search.
c. From this screen, click on **New** and select “New item” from the menu.

![Figure 7 Menu for processing](image)

5. This brings you to the “Add item” screen. Fill in the following fields:

   2-Class Source. Select the classification used by your library: Dewey Decimal Classification, Library of Congress Classification or National Library of Medicine Classification.

   7-Not for Loan. This setting is used by FDR. Other libraries should change to a blank field.

   8-Collection Code. Select Print Collection or other collection codes as needed.

   8-a-Permanent Location. This field will correctly default to your library. (Libraries part of a health care system will set this field to the organization.)

   8-b-Current Location. This field also correctly defaults to your library. (Libraries part of a multi-site institution will set this field to their specific location.)

   8-o-Full call number. Fill in the complete call number.

   8-u-Uniform Resource Identifier. The URL for an electronic resource is entered here.

   8-t-Copy Number. If entering more than one copy of a title, enter the copy number here.

   8-v-Cost, replacement price. Add the cost of an item if you choose to do so. Do **NOT** use the dollar sign.

   8-y-Koha item type. The system defaults to “On-site Access Only.” Select the item type from the drop down menu. Item types include formats such as DVD, Electronic Book, Electronic Journal, Print Book and others.

   8-z-Public Note. Use for serials holdings.
6. To save the item record, click “Add item”. If you are adding more than one copy, click “Add & Duplicate”.

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ADDDING A MARC RECORD

1. Login.
2. Search for your item. Follow these steps when you do not locate a record.
3. Go to the home screen and click on Cataloging.

![Home Screen](image10.png)

Figure 10  Home Screen

4. In the resulting cataloging section screen, click the **Z39.50 Search** button to search other catalogs for a MARC record.

![Z39.50 Search in the Cataloging section](image11.png)

Figure 11  Z39.50 Search in the Cataloging section
5. Enter title, ISBN/ISSN or other information to search.
6. Select catalogs to search.
7. Click **Search**.

**Z39.50 Search Points**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title:</strong></td>
<td>this book is overdue</td>
</tr>
<tr>
<td>ISBN/ISSN:</td>
<td></td>
</tr>
<tr>
<td>LC Call Number:</td>
<td></td>
</tr>
<tr>
<td>Control No.:</td>
<td></td>
</tr>
<tr>
<td>Raw (any):</td>
<td></td>
</tr>
<tr>
<td><strong>Author:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Subject Heading:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Dewey:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Standard ID:</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Search targets**

- NEW YORK UNIVERSITY LIBRARIES
- NEW YORK PUBLIC LIBRARY
- COLUMBIA UNIVERSITY
- MID HUDSON LIBRARY SYSTEM
- ISRAEL UNION LIST
- CASE WESTERN RESERVE UNIVERSITY (OHIO)
- SESLC
- SMITHSONIAN INSTITUTION LIBRARIES
- NLM LOCATORPLUS
- BIBLIOS.NET
- LIBRARY OF CONGRESS

[Search]  [Cancel]
8. From the results list, examine the records to find a suitable MARC record to import.
9. Click on the MARC button to display a MARC record. If your list includes more than one record, click on MARC buttons for listings and compare them. Examine the MARC records to determine that your item matches the bibliographic information and material format, and that there are sufficient and suitable subject headings for your library.
10. Click Import for the record that you want to add.

Figure 13  Z39.50 search results list

Figure 14  Example 1 of a MARC record from the Z39.50 search
### Figure 15 Example 2 of a MARC record from the Z39.50 search

11. The next two pages show the imported MARC record that was selected for this example.

12. **Click the Settings button and Select the applicable framework for the item.**
   a. Specific frameworks used for hospital libraries:
      i. Medical Related Resources (Print Books) for books
      ii. Medical Related Resources (E-Journal) for serials in electronic format that patrons can access off-site as well as in the library.
      iii. Medical Related Resources (E-Book) for books in electronic format that patrons can access off-site as well as in the library.
      iv. Medical Related Resources (on-site access only) for books or serials in electronic format that patrons can only access in the library.
   b. Specific framework for Franklin D. Roosevelt Presidential Library: FDR items.

13. The MARC fields are accessed by the numbers across the top of the record.

14. If this is an electronic resource, click the 8 for the 800 field and add the URL to the 856u field.
Figure 16 MARC record part 1
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>024</td>
<td>OTHER STANDARD IDENTIFIER + -</td>
</tr>
<tr>
<td>025</td>
<td>Source of number or code</td>
</tr>
<tr>
<td>026</td>
<td>Standard number or code</td>
</tr>
<tr>
<td>027</td>
<td>STANDARD TECHNICAL REPORT NUMBER + -</td>
</tr>
<tr>
<td>028</td>
<td>PUBLISHER NUMBER + -</td>
</tr>
<tr>
<td>029</td>
<td>Publisher number</td>
</tr>
<tr>
<td>030</td>
<td>Source</td>
</tr>
<tr>
<td>035</td>
<td>SYSTEM CONTROL NUMBER + -</td>
</tr>
<tr>
<td>036</td>
<td>System control number</td>
</tr>
<tr>
<td>037</td>
<td>SOURCE OF ACQUISITION + -</td>
</tr>
<tr>
<td>038</td>
<td>CATALOGING SOURCE -</td>
</tr>
<tr>
<td>039</td>
<td>Original cataloging agency</td>
</tr>
<tr>
<td>040</td>
<td>Language of cataloging</td>
</tr>
<tr>
<td>041</td>
<td>Transcribing agency</td>
</tr>
<tr>
<td>042</td>
<td>Modifying agency</td>
</tr>
<tr>
<td>043</td>
<td>LANGUAGE CODE + -</td>
</tr>
<tr>
<td>044</td>
<td>TIME PERIOD OF CONTENT -</td>
</tr>
<tr>
<td>045</td>
<td>FORM OF MUSICAL COMPOSITION CODE + -</td>
</tr>
<tr>
<td>046</td>
<td>NUMBER OF MUSICAL INSTRUMENTS OR VOICES CODE + -</td>
</tr>
<tr>
<td>047</td>
<td>LIBRARY OF CONGRESS CALL NUMBER + -</td>
</tr>
<tr>
<td>048</td>
<td>Classification number</td>
</tr>
<tr>
<td>049</td>
<td>Item number</td>
</tr>
<tr>
<td>074</td>
<td>GPO ITEM NUMBER + -</td>
</tr>
<tr>
<td>082</td>
<td>DEWEY DECIMAL CLASSIFICATION NUMBER + -</td>
</tr>
<tr>
<td>083</td>
<td>Classification number</td>
</tr>
<tr>
<td>084</td>
<td>Edition number</td>
</tr>
<tr>
<td>085</td>
<td>Item number</td>
</tr>
<tr>
<td>086</td>
<td>GOVERNMENT DOCUMENT CLASSIFICATION NUMBER + -</td>
</tr>
</tbody>
</table>

Figure 17 MARC record part 2
15. **Select item format**: In the 942 c field, select the format that matches the item added.
16. **Optional changes:**
   a. Title & subtitle. 245 a and b  
   b. Add series statement. 490 field  
   c. Subject headings. 650 field  
17. Example: Some librarians prefer to have the title plus the subtitle of a book display in their search results.
   a. If you prefer this for a title, go to the 200 field. Cut the “remainder of the title”, also known as the subtitle, from the 245 b field, and paste it into the 245a field, following the title and colon.  
   b. **Click Save** to save the changes.

![Figure 20 245 a and b fields.](image)

![Figure 21 245 a field edited to include the 245 b field.](image)

18. Click **Save**.
19. Add your holding to this bibliographic record following the procedures outlined above.
DELETING HOLDINGS AND RECORDS IN KOHA

1. Login to the Southeastern Special Libraries Catalog.
2. Search for the title to be deleted.
3. Example 1: Deleting a single holding MARC record. For this example, a holding from Mental Health Association in Dutchess County is used. The search matched one title and displayed the record with the holdings. For complete deletion, both the item record and the bibliographic record must be deleted.
   a. First delete the holding. Click on the Edit button.
   b. Select “Delete all items”.

![Title and Holdings screen](image)

Figure 22  Title and Holdings screen
c. The next screen asks “Are you sure you want to delete the 1 attached items?”
d. Click OK.
e. The marc record displays. The bibliographic record must be also deleted. Click on the **Edit** button.

f. Select “Delete Record”.

g. The system will ask “Are you sure you want to delete this record?”.

h. Click “OK”.

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i. A new search for the title shows “no results found”.

![Figure 26 No results found](image)

4. **Example 2: the title to delete is included in a list of titles.** For this example, the title *Superfoods* in the collection of Mental Health Association in Dutchess County will be deleted.

   a. Click on the title.

   ![Figure 27 Title for deletion.](image)

   b. Follow steps 7. a – i from above.

5. If a title for deletion is owned by more than one library, delete only your library’s item, (steps 3 a – d) and do not delete the bibliographic record.
CATALOGING ELECTRONIC RESOURCES

When SENYLRC purchases or licenses electronic resources for some or all hospital libraries, SENYLRC will add the holdings and record to Koha. When a library individually purchases electronic resources directly from a vendor, then that library is responsible to catalog the item(s). Contact the vendor for MARC records to be sent to SENYLRC’s System Manager Zachary Spalding. If these records are not available or are unsuitable, then holdings can be added manually.

First, determine if there is already a bibliographic record in the catalog for the item. Search thoroughly for the title. If you find a record for the same title, check the following to make sure your item matches the record:

- ISBN number matches.
- If there is no ISBN, compare publisher, date, edition and pagination.
- **Format.** Select the record with the same format as your item. Add a print holding to a print record and an electronic resource, book or serial, to a record for the electronic resource. Do not combine print and electronic resources to the same record.
- If you find a matching record, add the holding to the bibliographic record.

If you do not find a record use a Z39.50 search for a record. Add the record and the holdings.

**The URL for the resource must be added to the 856u field and the 8u field on the item holding.**

When a new edition of an ebook is added to a collection, here are some considerations:

- The URL will be needed for the new edition. If it is the same as for the previous edition, copy it from the MARC record or holdings.
- If the previous edition is no longer licensed, delete the holding and the record.
- Add a new MARC record and holding for the new edition.
PROCESS FOR ADDING AN ELECTRONIC RESOURCE

Library subscribes to/licenses an electronic resource

- Report library’s IP address to the vendor
- Get the access URL from the vendor
- Contact vendor for MARC records

If records are not available, download MARC records via a Z39.50 search. Include URL in 856 u field.

- Add URL to EZ Proxy (HLSP: Notify SENYLRC. Send URL to Zack Spalding.)
- Add URL to gateway page *
- Add URL to MARC record in 856u field
- Add URL to holdings in 8u field

If available, send record(s) to SENYLRC (Zack Spalding) to import record and holding into Koha

- Check the title in SE-SLC for functionality
- Add item records in Koha. Include URL in 8u field.
- Create custom link in the gateway to the resource *
6. **Example of cataloging an electronic resource.**
   a. Search for the title. If not found, use the Z39.50 search to add the MARC record.
   b. Enter the search terms. In this example, the title is entered.
   c. Select targets.
   d. Click **Search**.

Figure 28 Z39.50 search
e. Click on the **MARC** button for some or all of the listings and compare the records. Determine which record is best for importing. Click on **Import** for the record to be imported.

![Figure 29 Z39.50 results list.](image)

f. Click **Settings** and change the framework.

g. If the title is part of a series, click the 4 to add the series statement.

![Figure 30 MARC Record: select correct framework](image)
h. Add the series statement to the 440a field.
i. Click the 8 to go to the 800 field.

j. Add the URL to the 856u field. (This is not a “real” example.)
k. Click Save.
The Add Item screen appears.

m. Select the Collection Code for # 8.

---

**Items for Nutrition reviews (Record #331465)**

**Add Item**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Withdrawn status</td>
</tr>
<tr>
<td>1</td>
<td>Lost status</td>
</tr>
<tr>
<td>2</td>
<td>Class Source</td>
</tr>
<tr>
<td>3</td>
<td>Materials specified (bound volume or other part)</td>
</tr>
<tr>
<td>4</td>
<td>Damaged status</td>
</tr>
<tr>
<td>5</td>
<td>Use restrictions</td>
</tr>
<tr>
<td>7</td>
<td>Not for loan</td>
</tr>
<tr>
<td>8</td>
<td>Collection code</td>
</tr>
<tr>
<td>a</td>
<td>Permanent location</td>
</tr>
<tr>
<td>b</td>
<td>Current location</td>
</tr>
<tr>
<td>c</td>
<td>Shelving location</td>
</tr>
<tr>
<td>d</td>
<td>Date acquired</td>
</tr>
<tr>
<td>e</td>
<td>Source of acquisition</td>
</tr>
<tr>
<td>f</td>
<td>Coded location qualifier</td>
</tr>
<tr>
<td>g</td>
<td>Cost, normal purchase price</td>
</tr>
<tr>
<td>h</td>
<td>Serial Enumeration / chronology</td>
</tr>
<tr>
<td>j</td>
<td>Shelving control number</td>
</tr>
<tr>
<td>o</td>
<td>Full call number</td>
</tr>
<tr>
<td>p</td>
<td>Barcode</td>
</tr>
<tr>
<td>t</td>
<td>Copy number</td>
</tr>
<tr>
<td>u</td>
<td>Uniform Resource Identifier</td>
</tr>
<tr>
<td>v</td>
<td>Cost, replacement price</td>
</tr>
<tr>
<td>w</td>
<td>Price effective from</td>
</tr>
<tr>
<td>x</td>
<td>Non-public note</td>
</tr>
<tr>
<td>y</td>
<td>Koha item type</td>
</tr>
<tr>
<td>z</td>
<td>Public note</td>
</tr>
</tbody>
</table>

**Figure 33** Add Item screen.
n. Select the location for both **8a Permanent Location** and **8b Current Location**.

![Select location](image)

Figure 34 Select location.
The URL was added to the 8u field.

p. Select the Koha item type.

q. Save the item holding by clicking **Add item**.
REPORTS – PRINTING SHELF LISTS

The Reports section is currently used to print shelf lists for inventory purposes.

1. Go to the home screen and click on the Reports button.
2. In the section Guided Reports, click on Use Saved.

---

3. SENYLRC staff have created a Saved Report for every participating library in the Special Library Catalog. Find the report for your library in the list. (Figure 21 is a partial screen shot and does not include the entire list.) DO NOT use the Delete button or you will delete a Saved Report.
4. Click Run to process a report immediately. For the following example, Columbia Memorial Hospital holdings are used.

---

5. A display of up to the first 20 titles displays.
6. Click Download to export the report to as a Comma Separated file.
7. The next processing of the file is done in Excel.
**Columbia Book Inventory**

Total number of rows matching the (unlimited) query is 70.

```sql
SELECT items.price, items.ccode, biblio.title, biblio.author, items.itemcallnumber, itype
FROM items
LEFT JOIN biblioitems ON (items.bibliocitemumber=biblioitems.bibliocitemumber)
LEFT JOIN biblio ON (biblioitems.bibliocitemumber=biblio.bibliocitemumber)
WHERE items.homebranch="NYUDC"
and items.ccode="print collection"
and items.itype="BK"
ORDER BY items.itemcallnumber, biblio.title ASC
```

<table>
<thead>
<tr>
<th>price</th>
<th>ccode</th>
<th>title</th>
<th>author</th>
<th>itemcallnumber</th>
<th>itype</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Print Collection</td>
<td>The new Oxford picture dictionary /</td>
<td>Parnwell, E. C.</td>
<td>495.7321</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Print Collection</td>
<td>An invented life :</td>
<td>Bennis, Warren G.</td>
<td>H 57.7</td>
<td>B458 1993</td>
</tr>
<tr>
<td></td>
<td>Print Collection</td>
<td>Ultimate rewards :</td>
<td></td>
<td>HF554.M63</td>
<td>U45 1997</td>
</tr>
<tr>
<td></td>
<td>Print Collection</td>
<td>The basic Oxford picture dictionary /</td>
<td>Gramer, Margot.</td>
<td>PE 1629</td>
<td>G88 1993</td>
</tr>
<tr>
<td></td>
<td>Print Collection</td>
<td>The basic Oxford picture dictionary :</td>
<td>Gramer, Margot.</td>
<td>PE 1629</td>
<td>G68 1995</td>
</tr>
<tr>
<td></td>
<td>Print Collection</td>
<td>The basic Oxford picture dictionary :</td>
<td>Gramer, Margot.</td>
<td>PM 7854</td>
<td>H54/G73 1995</td>
</tr>
<tr>
<td></td>
<td>Print Collection</td>
<td>The Ciba collection of medical illustrations /</td>
<td>Netter, Frank H.</td>
<td>QS17</td>
<td>N48 v5 only</td>
</tr>
<tr>
<td></td>
<td>Print Collection</td>
<td>Gray's anatomy :</td>
<td></td>
<td>QS4</td>
<td>G784 1995</td>
</tr>
<tr>
<td></td>
<td>Print Collection</td>
<td>Histology /</td>
<td>Ham, Arthur W.</td>
<td>QS504</td>
<td>H35 1979</td>
</tr>
<tr>
<td></td>
<td>Print Collection</td>
<td>Goodman &amp; Gilman's the pharmacological basis of therapeutics.</td>
<td></td>
<td>QV4</td>
<td>G6632 1995</td>
</tr>
<tr>
<td></td>
<td>Print Collection</td>
<td>The Laboratory in clinical medicine :</td>
<td></td>
<td>QY4</td>
<td>L123 1987</td>
</tr>
<tr>
<td></td>
<td>Print Collection</td>
<td>Pathologic physiology, mechanisms of disease:</td>
<td>Sodeman, William A.</td>
<td>Q 140</td>
<td>S678p 1974</td>
</tr>
<tr>
<td></td>
<td>Print Collection</td>
<td>Cancer, principles and practice of oncology /</td>
<td></td>
<td>Q 203</td>
<td>C21637 2001</td>
</tr>
<tr>
<td></td>
<td>Print Collection</td>
<td>The cancer chemotherapy handbook /</td>
<td>Fischer, David S.</td>
<td>Q 239</td>
<td>F533e 1997</td>
</tr>
<tr>
<td></td>
<td>Print Collection</td>
<td>Anderson's pathology :</td>
<td></td>
<td>Q24</td>
<td>P2984 1990 v1:v2</td>
</tr>
<tr>
<td></td>
<td>Print Collection</td>
<td>Dorland's illustrated medical dictionary</td>
<td></td>
<td>W13</td>
<td>D7111 1994</td>
</tr>
<tr>
<td></td>
<td>Print Collection</td>
<td>Market-driven health care</td>
<td>Herzlinger, Regina E.</td>
<td>W84 AA1</td>
<td>H5m 1996</td>
</tr>
</tbody>
</table>

**Figure 38 Partial inventory list and next step**
8. Use Open with Microsoft Excel to begin processing the file.

   OR

9. Select Save File to save a copy.

   ![Microsoft Excel prompt](image)

   **Figure 39** Microsoft Excel prompt.

10. The file will display as an Excel spreadsheet.

   ![Excel file of library holdings](image)

   **Figure 40** Portion of an Excel file of library holdings.

11. Format the Excel file for use as a shelf list.
<table>
<thead>
<tr>
<th>ccode</th>
<th>title</th>
<th>author</th>
<th>itemcallnumber</th>
<th>type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Collection</td>
<td>The new Oxford picture dictionary /</td>
<td>Parnwell, E. C.</td>
<td>495.7321</td>
<td>20</td>
</tr>
<tr>
<td>Print Collection</td>
<td>An invented life :</td>
<td>Bennis, Warren G.</td>
<td>HD 57.7</td>
<td>B458</td>
</tr>
<tr>
<td>Print Collection</td>
<td>Ultimate rewards :</td>
<td></td>
<td>HF5549.M63</td>
<td>U45</td>
</tr>
<tr>
<td>Print Collection</td>
<td>The basic Oxford picture dictionary /</td>
<td>Gramer, Margot.</td>
<td>PE 1629</td>
<td>G68</td>
</tr>
<tr>
<td>Print Collection</td>
<td>The basic Oxford picture dictionary :</td>
<td>Gramer, Margot.</td>
<td>PE 1629</td>
<td>G68</td>
</tr>
<tr>
<td>Print Collection</td>
<td>The basic Oxford picture dictionary :</td>
<td>Gramer, Margot.</td>
<td>PM 7854</td>
<td>H54G73</td>
</tr>
</tbody>
</table>

Figure 41 Formatted Excel file.
TIPS, TROUBLESHOOTING AND EXCEPTIONS

- Libraries can ONLY delete their own holdings.
- Shortcut to search by record number. If you have a record number and need to edit/view the bibliographic record, here is a shortcut to find that record by the number.
  - Search for any title. The record number will display in the URL.
  - Replace the record number in the URL with the record number for which you are searching. Refresh the URL.
- One hospital librarian had difficulty saving edits made to some MARC records due to the hospital web server blocking an error message that told her she could not save the record because a necessary field was not filled in. Some frameworks, such as “Medically related e-books” make other fields mandatory. In this case, 856u for a URL to access the electronic resource was mandatory.
- The URL for an electronic resource MUST be entered in the 856u field AND the 8u field on the “Add item” screen. Hospital libraries: notify Zack Spalding, SENYLRC’s Systems Manager of the URL for electronic resources so that he adds the URL to EZProxy.
- Call number spacing should be consistent for a location for reports to print in correct shelf list order.
- When cataloging a new title using a Z39.50 search, the cataloger must be in a blank search screen in the cataloging module. If the cataloger is in a Koha catalog record, and imports a MARC record found in a Z39.50 search, the record will be replaced.
- Indexing of Koha occurs every night at 1:00 AM. Some changes, including adding a new holding, will not display until after the next day.
- The system will respond to a keyword search for a title beginning or ending with Boolean operators, (and, or, and not) with an error message. Instead, search for such a title by putting it in quotes such as “And they shall walk”. Do not include the Boolean operator in your search. For example, search for the phrase they shall walk. Or, use Advanced Search and Title as Phrase for your search parameter.

- Hospital libraries: The simplest way to set up a predefined search for a subject specialty collection i.e. neurology or podiatry, accessed through your website’s Targeted Resources (set-up by SENYLRC), is to add a special subject heading to the MARC record for anything you want to come up under this predefined list.
• When searching the SE-SLC from your OPAC on your library’s webpage, only your library’s holdings will display. If you want to see if other libraries’ holdings in SE-SLC own the item, go to the MARC View and then scroll to the bottom of the screen for the holdings.

![Figure 42 Click for MARC View](image)

![Figure 43 Other holdings](image)
KOHA COMMUNITY – DOCUMENTATION AND MANUALS

For additional documentation and help with Koha, go to the Koha Library Software Community website: http://koha-community.org/. Full documentation is available at this website. As of May 2, 2012, SENYLRC has implemented Koha 3.8. Click on Documentation for Koha user manuals.

There is also a Koha wiki available at http://wiki.koha-community.org/wiki/Main_Page