

Atrium's **Catalog** menu helps you perform vital library tasks: adding a bibliographic record, adding holdings to the bibliographic record, editing items, and importing MARC records. The bibliographic record serves the librarian by describing the item, creating headings for access, and providing a way to search for materials. The holding record has catalog information for patrons and defines the individual items that reside in your library, including the barcode and Call Number. Adding items to your catalog database requires you to complete *both* a bibliographic record and a holding record.

The **Catalog** drop-down menu is located in Atrium's top menu bar and contains an alphabetized list of cataloging tools. Though most librarians will probably choose to import bibliographic records, we'll cover how to manually add a bibliographic record to your database. The instructions below show all of the data capture fields that Atrium provides for cataloging.

To add a new bibliographic record

1. Click **Add Item** from the **Catalog** drop-down menu to open the **Add Item: Bibliographic Record** form. By default, this form displays in **Full View**. A condensed **Easy View** form is available by clicking **Easy View** at the top of the form or by enabling *Easy Cataloging* as your default on the **Worker Settings** form. The steps below define all fields on the **Full View** form.
2. Enter the name of the new item in the **Title:** field.
3. Enter the item's main information in the **Core** fields as needed:
 - Click the drop-down button for **Age Group:**, **Material Type:**, and **Author Type:** to open a drop-down list; click again to choose an option from each list.
 - Enter the author's name in the **Author's Name:** field.
 - Enter the dates of the author's life span in the **Author Dates:** field.
 - Enter other information about the work, such as whether it's a primary or secondary document, in the **Source:** field.
 - Enter the name of the person or corporation that produced or released the item in the **Publisher:** field. To add more than one publisher, press the **Enter** key to type on the next line.
 - Enter the city where the publisher's main editorial offices are located in the **Place of Pub.:** field. If you added more than one publisher in the field above, keep the same order in this field.
 - Enter the item's form or version in the **Edition:** field.
 - Enter the year in which the exclusive legal right to reproduce, publish, and sell the item was obtained in the **Copyright Date:** field.


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- Enter the year in which the item was published in the **Pub. Date:** field.
 - Enter the Library of Congress Control Number in the **LCCN:** field.
 - Enter the International Standard Book Number in the **ISBN:** field. If you have more than one ISBN, separate each number by pressing the **Enter** key.
 - Enter the Lexile code for this item in the **Lexile:** field. For example, enter **BR** for Beginning Reading.
4. Bibliographic records can be filled out as comprehensively as you choose. Complete the following fields in the **Analytix** section as needed:
- Click the drop-down button for **Subject Headings:** and click again to select the appropriate subject from the drop-down list. Enter data in the corresponding field.
 - Repeat the previous step until you define all subject headings.
 - Enter the names of one or more joint authors or co-authors in the **Author Analytix:** field.
 - Enter the series to which the item belongs in the **Series Title:** field.
 - Enter any additional information about the contents, such as bibliographic data, in the **Note:** field.
 - Enter a brief review of the item in the **Summary:** field.
 - Enter each contributor to the work in the **Statement Of Responsibility:** field.
 - Enter information listed on the item's title page, DVD jacket, or similar front matter in the **T. Analytix:** field.
 - Enter the illustrator's name in the **Artist:** field.
5. If applicable, complete the following fields in the **Curriculum Objectives** section:
- Enter a term that describes the item's general course-of-study in the **Main Curriculum Objective:** field.
 - Enter more specific curriculum objectives in the **Subordinate Curriculum Objectives:** field.
 - Enter a code representing the item's curriculum objective and/or subordinate curriculum objectives in the **Curriculum Code:** field.
 - Enter a statement that rates how well the item correlates to the curriculum objective in the **Correlation Factor:** field.
6. If applicable, complete the following fields in the **Other** section:
- Enter a page count or duration time in the **Pages/Runtime:** field.
 - Enter dimension information for the item in the **Size:** field.

- Enter other descriptive information in the **Other Physical Details:** field.
 - Enter related items in the **Accompanying Material:** field.
 - Enter any alternate titles in the **Parallel Title:** field.
 - Enter the title by which the item is known in another language in the **Uniform Title:** field.
7. If applicable, complete the following fields in the **Media** section. Entries made here will enhance your library's OPAC listings as well as add a dust jacket image to the **Review Item** form. Enter a name, *and then*, using the **Browse...** button, click to upload files:
- Enter a movie preview clip name in the **Movies Name:** field.
 - Enter an image name in the **Images Name:** field.
 - Enter a soundtrack, speech, or spoken word name in the **Sounds Name:** field.
 - Enter a document name in the **Documents Name:** field.
- Note:** As entries are added and saved, two new links display. Click **View** to open the media file, or click **Delete** to remove the media file from this bibliographic record.
8. Click the **Browse...** button to upload one dust jacket image and place it in the **Upload Dust Jacket:** field.
- Note:** You may add dust jacket images by using a **Syndetics Customer ID** or by adding your own customized versions. Media files uploaded into Atrium supersede Syndetics.
9. Enter a Web address for an applicable link to this item in the **URL:** field.
10. Click to insert a check mark in the **This Is A Brief Record:** check box at the bottom of the form if your record is incomplete and you plan to finish it later.
11. Click **Save** to add the bibliographic record to your database. Your new bibliographic record opens and displays in the **Edit Item: Bibliographic Record** form. You will see the following message: **This bibliographic record has no holdings information.**

To add Holding Records

After you create and save your new bibliographic record, the **Edit Item: Bibliographic Record** form opens. Use this form to add holding record(s) for the number of identical copies your library owns.

1. Click the **Add Holdings** button.
2. The **Holding Record** form opens with the **Title:** and **Author:** fields automatically filled in from the bibliographic record, as applicable.
3. Enter information as needed into the remaining fields on the **Holding Record** form by entering data in the fields defined below:
 - **New Record:** Number Of Identical Copies To Add: – This field allows several copies to be added at once, limiting redundant entries. For example, if you have 4 copies of the same book, you can fill out one holding record, and when you place a “4” in this field, Atrium will create 4 identical holdings with incremental barcodes.
 - **Barcode:** – This field will read “**next available.**” Atrium will automatically assign a barcode unless you clear the field and scan or enter a barcode manually.
 - **Barcode Type:** – This field allows you to choose a barcode type. If you use more than one type of barcode, click the drop-down button to open the drop-down list, and then click again to select your type.
 - **On Order:** – This check box lets OPAC users know the item has been ordered, but has not been received by the library. The first time this new item is checked out, the status will automatically change from *On Order* to *Active*.
 - **Hide From OPAC:** – This check box defines whether holdings will display on OPAC search results lists. If you hide the holdings records, the bibliographic records will also be hidden. The item will still be available for librarian searches.
 - **Item Circulation Class:** – This drop-down list allows you to define the new item as a **Book**, **DVD**, **Reference**, etc. This designation is used to apply your pre-defined circulation rules to this item.
 - **Item Report Class:** – This drop-down list allows you to categorize items by Call Number, material type, or any user defined fields. This is mainly used for report generation.
 - **Condition:** – This drop-down list allows you to describe the item’s current physical state. If the item is lost, you can set its price based on condition and assess a fine accordingly.
 - **Call No. Prefix:** – This unique code above the Call Number specifies an item’s physical location or size. For example, an **R** or **Ref** prefix denotes a reference item, and **OS** denotes an oversized book.



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- **Call No.:** – This refers to the alphanumeric or numeric code used to arrange library holdings by classification, usually in Library of Congress or Dewey Decimal format.
 - **Call No. Suffix:** – This identifier below the Call Number generally signifies volumes, duplicate copies, dates, and other local information. For example, the suffix **PB** might indicate paperbacks, and **C.2** might indicate copy 2.
 - **Cost:** – This indicates the purchase price for items in the collection.
 - **Branch:** – This is the item's home location (**Centralized** only).
 - **Physical Location:** – This drop-down list allows you to define the actual *location* of items, such as the room, floor, or section. For example, the **Rare Books Shelf** or the **Audio Room**.
 - **Vendor:** – This drop-down list allows you to select the name of the company from whom your library purchased this item.
 - **Purchase Date:** – This indicates the date the item was purchased. Today's date displays as the default. Click the calendar icon to select a different date.
 - **Donor:** – This specifies the person or entity that presented the item to the library.
 - **In Memory Of:** – This indicates the deceased person in whose name the item was donated.
 - **In Honor Of:** – This indicates the living person or an organization in whose name the item was given.
 - **Funding Source:** – This refers to the origins of the funds used to purchase items, such as a grant or library incentive program.
 - **Holdings Notes:** – This represents any special information that should be retained with the item's record.
 - **Kit Information:** – This represents multimedia items grouped in a kit, such as a CD-ROM, workbook, or manual. Depending on your administrative **Circulation Settings**, a pop-up notification will remind you to check that all items are included in the kit at check in/out.
 - **Have labels been printed?** – These check boxes allow you to designate whether **Barcode:** and **Spine & Pocket:** labels have been printed.
 - **Entry Date:** – This field automatically displays the creation date of the holding record.
4. Click **Save** to add the item's holding record(s) to your database.
 5. Click **Bibliographic Record** to return to the **Edit Item: Bibliographic Record** form. The new copies are now listed in the **Holdings** section at the bottom of the form.

MARC Records

Importing MARC records is an easy way to add bibliographic information to your database. Atrium allows you to define import options so the records you upload match the records you already have as closely as possible. Import options are covered in detail in the Atrium's User's Guide and the online Help files. Three popular import methods are explained below:

- Scan or type ISBNs into the **Quick Cataloging** form – Connect to a server of your choice to retrieve MARC records.
- Download using eZcat[®] or eZcat Pro[®] – These supplemental products allow you to connect to library servers and retrieve MARC records.
- Download from a vendor disk or file – Some of your book vendors may provide MARC records on diskette and/or CD.

To import MARC records using Quick Cataloging


Note: Your Z39.50 server address must be configured, and your firewall must be set for outbound access. Atrium is configured to search the Library of Congress; however, you can add servers as needed. Please refer to the **Catalog Administration** section of **Chapter 2** in the Atrium User's Guide for detailed instructions.

1. The **Quick Cataloging** form is in the left column under the **Worker Log On** section. Click ▼ to open the form if it's collapsed.
2. Scan or enter the ISBN (without dashes) into the **ISBN:** field and click **Add**.

Tip! Most barcode scanners can capture the ISBN on the back of books for easy import to Atrium.
3. When the item's MARC record is found, the information displays in the **Add Item: Bibliographic Record** form.
4. Click **Save** to add the MARC record to your database. The page will refresh, replacing the **Add Item: Bibliographic Record** form with the **Edit Item: Bibliographic Record** form. Add or edit holdings information as needed.

To import MARC records from eZcat

Important! The following instructions are for existing eZcat customers. For information concerning this product, please visit www.booksys.com, or contact your Account Manager.

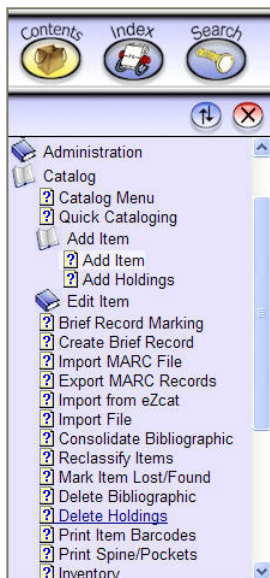
1. Start eZcat, and retrieve a MARC record. Refer to eZcat Help if needed. Atrium will remain open in a separate window that you can access at any time.
2. Select the MARC record, and click the **Add to Atrium** icon  on the eZcat toolbar.
3. The **Configure Add To Atrium** form opens, displaying server connection properties and username and password fields. Once the server connection properties are set, all you need to enter on subsequent visits is your password. Type your password; then, press **Enter**, or click **OK**.
4. Your Atrium window will open on top with the MARC record displayed in the **Add Item: Bibliographic Record** form.
5. Make any necessary changes to the record, and then click **Save** to add it to your database.
6. The **Edit Item: Bibliographic Record** form opens, where you can add holdings records and perform other item-related tasks.

To import MARC records from a vendor disk or file

1. Click **Catalog\Import MARC File** to open the **Import MARC File** form.
2. Click **Browse...** to open the **Choose file** dialog box and locate the MARC record(s) you want to upload.
3. Select the file name, and click **Open** to insert the file path in the **Import MARC Record File:** field.
4. Click **Continue**.
5. The **Importing MARC Results** window opens with a progress bar to show that your record(s) are being added. When complete, record information is displayed. Bibliographic records are imported automatically, but holdings are placed in an imported bin.
6. To review individual records for editing, click **Review Imported Bibliographic**. When you are finished, you may print this results list by clicking **Printable Version**. Return to the **Importing MARC Results** window by double-clicking your browser's **Back** button.

7. Depending on your **MARC Import Options** settings, you can update records without automatically adding and then review holdings by clicking **Add Imported Holdings**, choosing which records you want to import.
8. Click **Accept All Imported Items** to add the records to your database.

Resources



Online Help is an excellent tool for finding detailed steps on how to use any feature or form in Atrium. Just click **Help** from Atrium's top menu bar to access the online Help topic directly related to the form you are using in Atrium. You may also use Help's Table of Contents to search for information on any number of topics.

For users who prefer written documentation, Atrium's **Downloads** page offers documents and utility downloads. From the **Library Administration** submenu, click the **Downloads** link to open this page. Here you will find individual handbooks on specific topics, as well as the detailed Atrium User's Guide.

Product Support

If you have questions about setting up Atrium bibliographic or holding records that this document or our additional resources don't answer, please call Book Systems' Technical Support Staff at (888) 289-1216 or send e-mail to support@booksys.com. Business hours are Monday through Friday, 7 a.m. – 7 p.m. Central Standard Time.

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