



Maine Balsam Libraries Item Cataloging

Item catalogers must be able to:

1. Search the Balsam catalog for existing records
2. Match an item to an existing record
 - a. Evaluate existing records in Balsam (basic understanding of MARC)
3. Add holdings to an existing record
4. Edit holdings attached to an existing record
5. Delete holdings from an existing record

1. Searching the Catalog

Be sure to search the **entire Balsam Catalog** for existing records either using the advanced search or Z39.50 search. First search by title and/or author. If no records are found search by ISBN using the Numeric Search tab. Remember that just because you don't find a record on your first search, doesn't mean it isn't there. Be sure to exhaust all searching possibilities.

Nancy Grant's searching tips:

ISBN: Due to individual publishing companies using their own barcodes, you may not find the record, even though the book is in the catalog. Follett, Scholastic, and others may republish a book with a different picture every 3-5 years. If separate records are added for each new ISBN the catalog gets filled with duplicate records causing the patron to see multiple entries for the same title. Example: Tom Sawyer has over 50 records, using "all books" as the format.

Author: Consistency in the spelling and formatting of author names is an issue. Searching an author's name in different ways may help you narrow down the correct record. You might have to include or exclude the suffix or initials. Examples: David, Peter; Peter David; Peter David (Peter Allen); J.D. Robb;

Title: Search for series by individual item or series name. Try dropping articles like the, a, an. Example: Star wars, Star wars vol 2, Star wars the final journey # 2, The final journey, Final journey #2, Final journey.


Cataloging → Search the Catalog

The screenshot shows the library catalog search interface. At the top, there are navigation tabs: Search, Circulation, Cataloging, Acquisitions, Booking, and Administration. The user is logged in as HStevens @ THORN-Hannah's Laptop. Below the navigation is a search bar with options for OPAC View, MARC Edit, MARC View, View Holds, Monograph Parts, Holdings View, and Conjoined Items. The main search area has tabs for Basic Search and Browse the Catalog. Below this are three search tabs: Advanced Search, Numeric Search, and Expert Search. The Search Input section has three rows of search criteria: Keyword (Contains), Title (Contains), and Author (Contains). Below the search input are Search Filters for Item Type, Item Form, Language, Audience, Video Format, Bib Level, and Literary Form. At the bottom, there are options for Search Library (Balsam Libraries), Publication Year (Is), and Sort Results (Sort by Relevance). There are also checkboxes for Limit to Available and Group Formats and Editions.

Cataloging → Search the Catalog → Numeric Search → ISBN

Home Search Circulation Cataloging Acquisitions Booking Administration HStevens @ THORN-Hannah's Laptop

OPAC View MARC Edit MARC View View Holds Monograph Parts Holdings View Conjoined Items Set default view

Search the Catalog [Basic Search](#) [Browse the Catalog](#)  -- Basket Actions -- Go

Advanced Search **Numeric Search** Expert Search

Numeric Search

Field: ISBN Identifier

Search Library: Balsam Libraries

Search

Cataloging → Import Record from Z39.50 → Local Catalog

Home Search Circulation Cataloging Acquisitions Booking Administration HStevens @ THORN-Hannah's Laptop

<p>Query</p> <p>Default</p> <p><input type="radio"/> Author</p> <p><input checked="" type="radio"/> ISBN</p> <p><input type="radio"/> ISSN</p> <p><input type="radio"/> Item Type</p> <p><input type="radio"/> Keyword</p> <p><input type="radio"/> Pub Date</p> <p><input type="radio"/> Publisher</p> <p><input type="radio"/> Subject</p> <p><input type="radio"/> TCN</p> <p><input type="radio"/> Title</p> <p><input type="radio"/> UPC</p>	<p>Field</p> <p>Author</p> <p>ISBN</p> <p>ISSN</p> <p>Item Type</p> <p>Keyword</p> <p>Pub Date</p> <p>Publisher</p> <p>Subject</p> <p>TCN</p> <p>Title</p> <p>UPC</p>	<p>Value</p> <p></p> <p></p> <p>All Formats</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>	<p>Service and Credentials</p> <p><input type="checkbox"/> Amicus</p> <p>Username <input type="text"/> Password <input type="text"/></p> <p><input type="checkbox"/> Arlington</p> <p><input type="checkbox"/> Berkeley CA P.L.</p> <p><input type="checkbox"/> biblios.net</p> <p><input type="checkbox"/> Capitol Area D.L.</p> <p><input type="checkbox"/> Deerfield</p> <p><input type="checkbox"/> Grosse Point PL</p> <p><input type="checkbox"/> Library of Congress</p> <p><input type="checkbox"/> MaineCat</p> <p><input type="checkbox"/> Michigan</p> <p><input type="checkbox"/> Milwaukee P.L.</p> <p><input type="checkbox"/> Nat. Lib of Scotland</p> <p><input type="checkbox"/> NYLib</p> <p><input type="checkbox"/> OCLC</p> <p>Username <input type="text"/> Password <input type="text"/></p> <p><input type="checkbox"/> OLINK</p> <p><input type="checkbox"/> Prospector (Colorado)</p> <p><input type="checkbox"/> San Francisco P.L.</p> <p><input type="checkbox"/> State Library of NSW</p> <p><input type="checkbox"/> Tulsa P.L.</p> <p><input checked="" type="checkbox"/> Local Catalog</p> <p>Save as Default</p>
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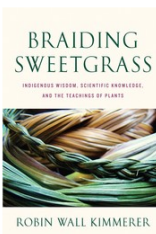
Search Clear Form Raw Search

2. Matching Items to Existing Records





If you find a record that matches your search criteria, you must now assess that record.

The most basic components of a good bibliographic record are:




- ISBN – 020 field
- Author – 100 field
- Title – 245 field
- Publisher and Date – 260 or 264 fields
- Physical Description – 300 field (page numbers or number or type of discs for A/V items)
- Series – 490 and 800 fields
- Subject Headings – 6XX fields
- Print Size – large print versus regular print

Title	Braiding sweetgrass indigenous wisdom, scientific knowledge and the teachings of plants
Author	Kimmerer, Robin Wall (author.)
ISBN	 <p>Available copies</p> <ul style="list-style-type: none"> • 5 of 5 copies available at Balsam Libraries. (Show) • 3 of 3 copies available at Balsam ILL. (Show) • 1 of 1 copy available at Thorndike Library, College of the Atlantic. <p>Current holds</p> <p>0 current holds with 5 total copies.</p>
Physical Description	<p>Record details</p> <ul style="list-style-type: none"> • ISBN: 9781571313560 • ISBN: 1571313567 • ISBN: 0000000000000 • Physical Description: x, 390 pages ; 22 cm. • Edition: First paperback edition • Publisher: Minneapolis, Minnesota : Milkweed Editions, 2013.
Publisher & Date	<p>Content descriptions</p> <p>General Note: Title from cover.</p> <p>Bibliography, etc. Note: Includes bibliographical references (pages 387-388).</p> <p>Formatted Contents Note: Skywoman falling -- The council of pecans -- The gift of strawberries -- An offering -- Asters and goldenrod -- Learning the grammar of animacy -- Maple sugar moon -- Witch hazel -- A mother's work -- The consolation of water lilies -- Allegiance to gratitude -- Epiphany in the beans -- The three sisters -- Wisgaak Gokpenagen : a black ash basket -- Mishkos Kenomagwen : the teachings of grass -- Maple nation : a citizenship guide -- The honorable harvest -- In the footsteps of Nanabozho : becoming indigenous to place -- The sound of silverbells -- Sitting in a circle -- Burning cascade head -- Putting down roots -- Umbilicaria : the belly button of the world -- Old-growth children -- Witness to the rain -- Windigo footprints -- The sacred and the superfund -- People of corn, people of light -- Collateral damage -- Shkitagen : people of the seventh fire -- Defeating Windigo.</p> <p>Summary, etc.: "An inspired weaving of indigenous knowledge, plant science, and personal narrative from a distinguished professor of science and a Native American whose previous book, <i>Gathering Moss</i>, was awarded the John Burroughs Medal for outstanding nature writing. As a botanist and professor of plant ecology, Robin Wall Kimmerer has spent a career learning how to ask questions of nature using the tools of science. As a Potawatomi woman, she learned from elders, family, and history that the Potawatomi, as well as a majority of other cultures indigenous to this land, consider plants and animals to be our oldest teachers. In <i>Braiding Sweetgrass</i>, Kimmerer brings these two lenses of knowing together to reveal what it means to see humans as "the younger brothers of creation." As she explores these themes she circles toward a central argument: the awakening of a wider ecological consciousness requires the acknowledgement and celebration of our reciprocal relationship with the world. Once we begin to listen for the languages of other beings, we can begin to understand the innumerable life-giving gifts the world provides us and learn to offer our thanks, our care, and our own gifts in return." "As a leading researcher in the field of biology, Robin Wall Kimmerer understands the delicate state of our world. But as an active member of the Potawatomi nation, she senses and relates to the world through a way of knowing far older than any science. In <i>Braiding Sweetgrass</i>, she intertwines these two modes of awareness—the analytic and the emotional, the scientific and the cultural—to ultimately reveal a path toward healing the rift that grows between people and nature. The woven essays that construct this book bring people back into conversation with all that is green and growing; a universe that never stopped speaking to us, even when we forgot how to listen"-- Provided by publisher.</p>
Subject Headings	<p>Search for related items by subject</p> <p>Subject: Kimmerer, Robin Wall Indian philosophy Indigenous peoples Ecology Philosophy of nature Human ecology Philosophy Nature Effect of human beings on Human-plant relationships Botany Philosophy Nature and civilization Potawatomi Indians Biography Potawatomi Indians Social life and customs</p>



If multiple records match your search criteria add your item to the record that has the most holdings attached to it already or

	<p><u>Bloodstream</u> <u>Gerritsen, Tess.</u></p> <p> Book (c1998)</p> <p>Call number: Me F GER 5 of 6 copies available at Balsam Libraries.</p>
	<p><u>Bloodstream</u> <u>Gerritsen, Tess.</u></p> <p> Book (c1998.)</p> <p>Call number: MAINE FIC GER 1 of 1 copy available at Balsam Libraries.</p>



Format Icons can also help you evaluate which title is the best choice for you based on if you have an audiobook, a large print book, and normal print book.

	<p><u>Apprentice in death</u> <u>Robb, J. D., 1950-</u></p> <p>CD Audiobook (p2016.)</p> <p>Call number: AUDIOBOOK FIC ROB 2 of 2 copies available at Balsam Libraries.</p>
	<p><u>Apprentice in death</u> <u>Robb, J. D., 1950-</u></p> <p>Large Print Book (2016.)</p> <p>Call number: LP FIC Rob 1 of 1 copy available at Balsam Libraries.</p>
	<p><u>Apprentice in Death</u> <u>Robb, J. D. 1950-</u></p> <p>Book ([2016].)</p> <p>Call number: FIC ROB 5 of 5 copies available at Balsam Libraries.</p>

Format Icons also show you if a record is for a normal DVD or a Blu-ray DVD.

	<p><u>Harry Potter and the deathly hallows Part 1</u></p> <p>DVD (2011.)</p> <p>Call number: DVD JF HAR DEA Pt. 2 10 of 14 copies available at Balsam Libraries.</p>
	<p><u>Harry Potter and the deathly hallows Part 1</u></p> <p>Blu-ray (2011.)</p> <p>Call number: YDVD HARRY 1 of 1 copy available at Balsam Libraries.</p>

Or if the record is for an audiobook on CD or cassette.

	<p><u>Harry Potter and the Chamber of Secrets</u> <u>Rowling, J. K.</u></p> <p>CD Audiobook (p1999, c1998.)</p> <p>Call number: AUDIO J ROWL 4 of 4 copies available at Balsam Libraries.</p>
	<p><u>Harry Potter and the chamber of secrets</u> <u>Rowling, J. K.</u></p> <p>Audiocassette music recording (p1999.)</p> <p>Call number: S.R. F ROW 1 of 2 copies available at Balsam Libraries.</p>

3. Adding Holdings to an Existing Record

Now that you have identified the best record for your item, it is time to add your holdings to the record.

From the OPAC view, click Add Holdings tab and a new window will open in your browser.

The screenshot shows the OPAC interface with the 'Add Holdings' button circled in red. The interface includes navigation buttons (Start, Previous, Next, End, Back To Results (3 / 91)), tabs (OPAC View, MARC Edit, MARC View, View Holds, Monograph Parts, Holdings View, Conjoined Items), search options (Search the Catalog, Advanced Search, Browse the Catalog), and search filters (Search: author:Gerritsen, Tess; Type: Keyword; Format: All Formats; Library: Balsam Libraries). A 'Recent searches' section shows 'Bloodstream' by 'Gerritsen, Tess, (Author)'.

Fill in Call Number, Barcode, and template according to your library's standards. Save & Exit.

The screenshot shows the 'Record Summary (MARC)' form for the record 'Bloodstream'. The form includes fields for Title, Author, Edition, Pub Date, TCN, Database ID, Record Owner, Created By, and Last Edited By. Below these are tabs for 'Edit', 'Item Templates', and 'Defaults'. A 'Batch Apply' section allows for applying changes to multiple records. The main section is a table for adding holdings, with columns for Owing Library, Call Numbers, Classification, Prefix, Call Number Label, Suffix, Items, Barcode, Item #, and Part. A 'Working Items' section shows a list of items with columns for Barcode, Created, Activated, CN Prefix, Call Number, and CN Suffix. The 'Call Number' field is populated with 'PS3557.E687 B58 1998'.

Owing Library	Call Numbers	Classification	Prefix	Call Number Label	Suffix	Items	Barcode	Item #	Part
THORN	1	Generic		PS3557.E687 B58		1			

Barcode	Created	Activated	CN Prefix	Call Number	CN Suffix
<input checked="" type="checkbox"/>				PS3557.E687 B58 1998	

4. Editing Items

If you need to edit your item's call number, barcode, or item acquisition/location details there is a simple way to do so.

1. Search → Search for Items by Barcode
2. Scan your barcode
 - a. Click the box to the left of the title → Actions → Edit Call Numbers
 - b. Click the box to the left of the title → Actions → Edit Items
 - c. Click the box to the left of the title → Actions → Edit Call Numbers and Items

Scan Item

Submit OR Browse... No file selected. Detail View

Item Status

#	Status	Alert Message	Barcode	Call Number	Due Date	Location	Item Status	Title	Alerts
1	<input checked="" type="checkbox"/>		35105001085733	E 98 .P5 K56 201...		Main Collection	Available	Brading_sweetgr...	0 Manage

Print

- Mark**
 - Item as Damaged
 - Item as Missing
- Add**
 - Items
 - Call Numbers and Items
 - Item Alerts
- Edit**
 - Call Numbers
 - Items
 - Call Numbers and Items
 - Replace Barcodes
 - Manage Item Alerts
- Transfer**
 - Items to Previously Marked Library
 - Items to Previously Marked Call Number

5. Deleting Items

1. Search → Search for Items by Barcode
2. Scan your barcode
3. Click on the title
4. Click Holdings View tab
5. Click the box to the left of the title → Actions → Delete Call Numbers and Items
6. If the record is empty it will automatically delete, if there are items still attached the record will remain.

Start Previous Next End Back To Results (3 / 91) Add Holdings Serials Mark for: Other Actions:

OPAC View **MARC Edit** MARC View View Holds Monograph Parts **Holdings View** Conjoined Items Set default view

Search the Catalog [Advanced Search](#) [Browse the Catalog](#)

Search: author:Gerritsen, Tess Type: Keyword Format: All Formats Library: Balsam Libraries Search All Libraries

Recent searches [Search Results](#) Showing Item 3 of 91 Preferred library: Thorndike Library, College of the Atlantic Previous Next

Bloodstream
Gerritsen, Tess. (Author).

Show empty call numbers Show empty libraries Show item detail

Show call number detail

Actions Rows 25 Page 1

#	Owning Library	Call Number	Location	Item #	Barcode	Status	Alerts
1	BALSAM LIB THORNDIKE LIB	56 2013	Main Collection		35105001085733	Available	0 Manage

- Add Items
- Add Call Numbers and Items
- Add Item Alerts
- Edit**
- Edit Call Numbers
- Edit Items
- Edit Call Numbers and Items
- Replace Barcodes
- Manage Item Alerts
- Delete**
- Delete Empty Call Numbers
- Delete Items
- Delete Call Numbers and Items**
- Transfer**
- Call Numbers to Previously Marked Destination
- Items to Previously Marked Destination