

WYLD Annual Meeting 2010
Training, June 3
Rawlins

Cataloging

Wizards

Property Settings



Help Options

- Review Linking and Cataloging Skills Checklist:
- <http://will.state.wy.us/wyld/network/committees/training/cataloging.html>
- Sign up for e-mail distribution lists:
- <http://will.state.wy.us/wyld/email/lists.cfm>
- Review Online Help – Click on the word **Help** in the Menu bar while in Workflows -- context (opens directly to window that is displayed) or contents – both options allow you to search specific topics
- Review WYLD TechNotes, SirsiDynix Manuals and access to other documentation: <http://will.state.wy.us/wyld/docs/index.html>
- Logon to Workflows Blog (username & password required): <http://wyowftips.blogspot.com/>
- Call or e-mail WYLD Support Team -- wyldstaff@will.state.wy.us

Cataloging – Common Tasks

Call Number and Item Maintenance wizard

Property Settings -Defaults tab

New Wizard in Java - combines features of C-Client Call Number wizards and Item Maintenance wizards

Descriptive view shows fixed fields at top of record as you are used to seeing them

Display descriptive labels shows descriptions for each tag instead of tag numbers only

Item tree display collapsed shows just call numbers (Good option to use when viewing items linked to serials records)

Item tree display expanded shows all call number with their barcodes

Call Number and Item Maintenance : Set Properties

Display property page: Wizard Startup Never

Behavior **Defaults** Helpers

Search preferences

Type: KEYWORD

Index: Title

Library: ALL

Editor display options

MARC View Display fixed fields

Descriptive view **Display descriptive labels (for entries)**

Call number default values

Library: WSL Shadow call number

Class scheme: DEWEY Show shelving key

Item tree defaults

Item tree display collapsed **Item tree display expanded**

Extended Info Display Options

Display staff note on item list

Display public note on item list

Item required default values

Type: BOOK Permanent

Home location: STACKS Circulate

Shadow item

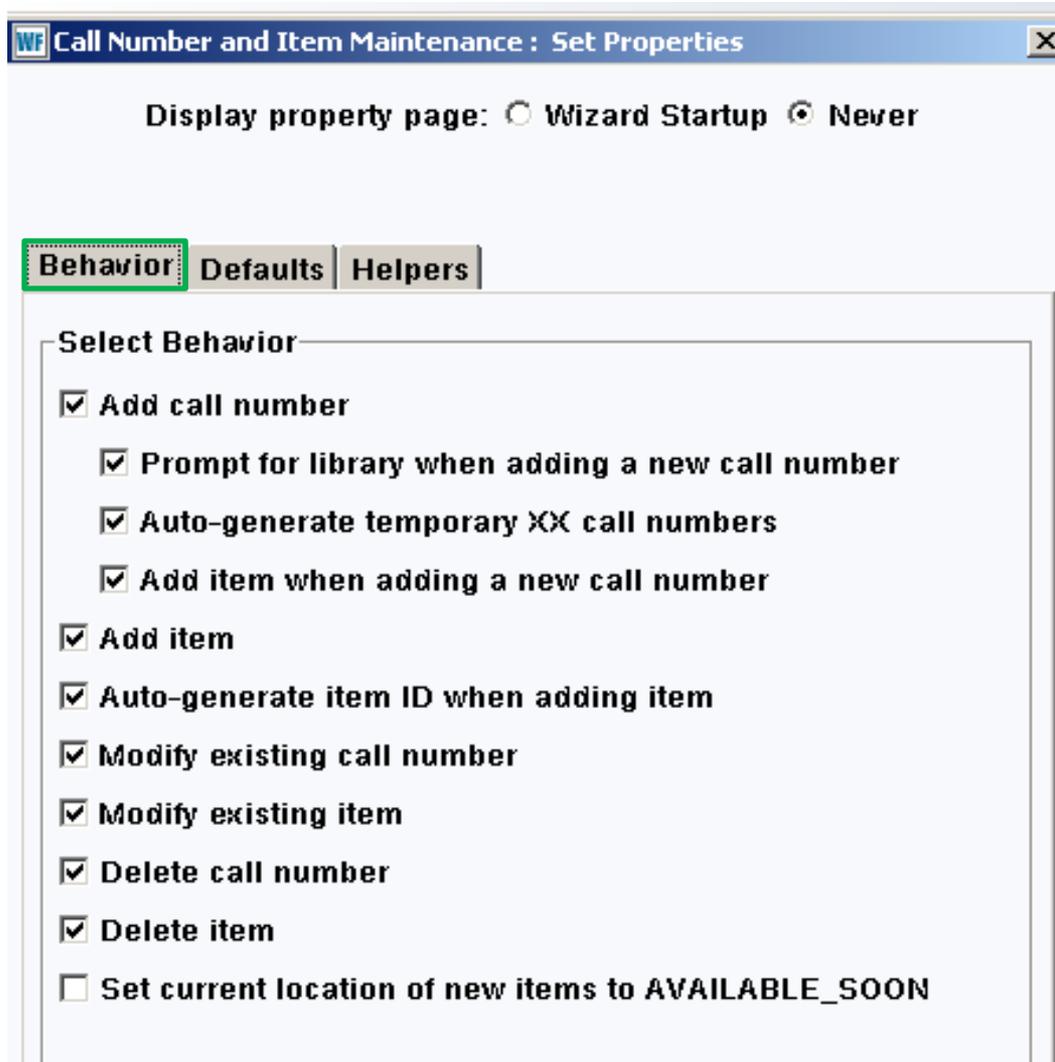
Item optional default values

Price: \$

Media desk:

Item category 1:

Item category 2:



Cataloging – Common Tasks

Call Number and Item Maintenance wizard

Property Settings

Behavior tab

Note: You can add and edit call numbers and item records using this one wizard

Setting properties to auto-generate xx call number and item ID (barcode) help prevent the appearance of the message “Call number already exists” and “Call number is not unique”

Note: You can delete call numbers and item records using this wizard

New Wizard in Java

Cataloging – Common Tasks

Call Number and Item Maintenance wizard

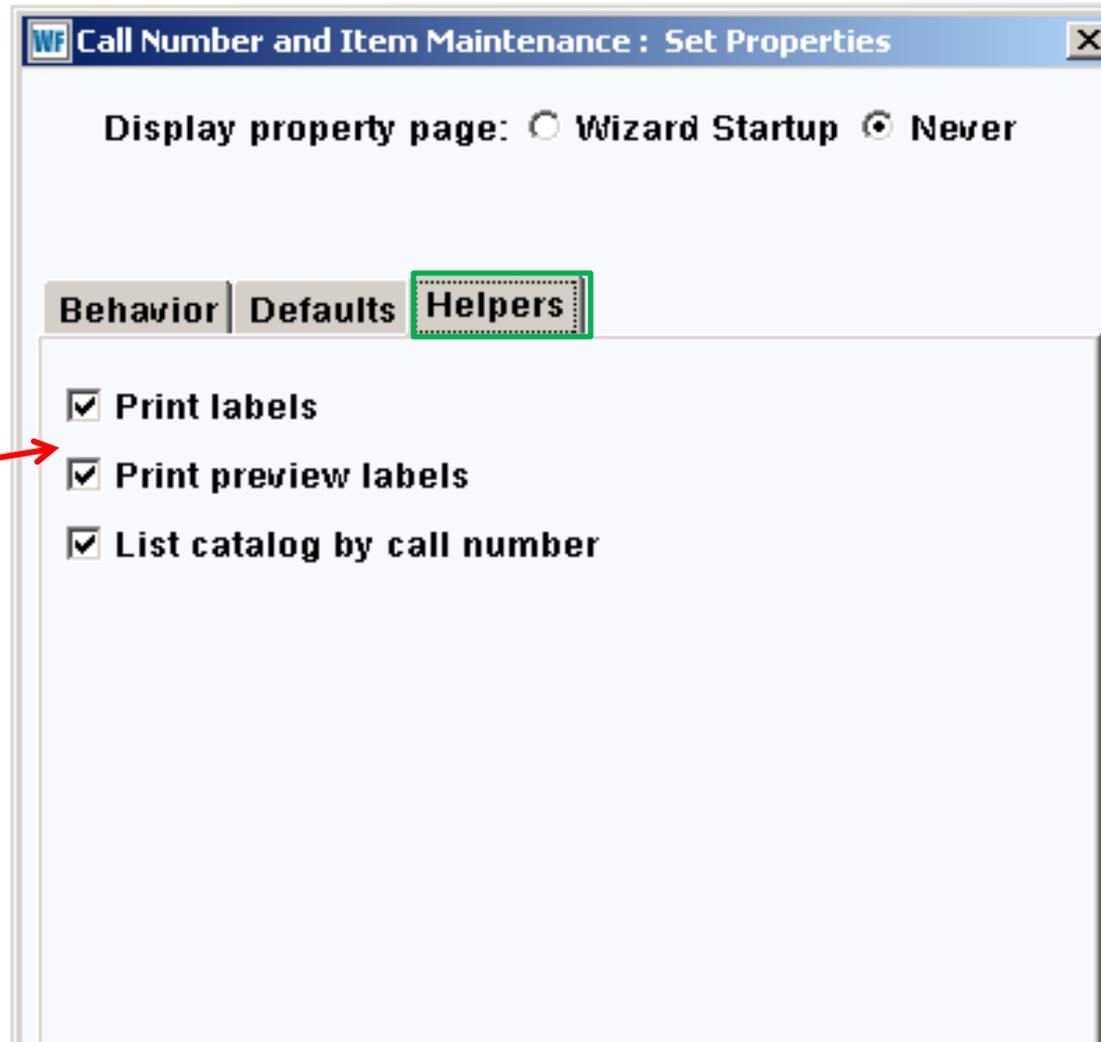
Property Settings

Helpers tab

If you use Label Designer,
have both helpers for Print labels
display

You may choose to not display the
List catalog by call number helper
This helper displays the selected
call number for all WYLD libraries

New Wizard in Java





Cataloging – Common Tasks
Label Designer wizard

Property Settings

Behavior tab

The defaults shown enable you to perform all those actions in this wizard

New Wizard in Java

Defaults

MARC Import

Bibliographic Record Load Options

- Replace current record
- Match and load
- Match on title control number
- Match on title control number or indexed MARC tag
- Match on title control number and indexed MARC tag

Title control number source: islop/islop

Indexed MARC tag number: i

Call sources: DEWEY,092,,N

Library: WSL

Format: MARC

Remove subject headings

Authority Record Load Options

- Replace current record
- Match and load

Authority control number source:

Verify options: Yes No

Strip junktags: Yes No

Script for special processing:

Hit limit for brief display

Single server limit: 20

Multi-server limit: 3

Browse terms limit: 8

Gateway timeout: 20 Seconds

Formatted full display: Yes No

Cataloging – Common Tasks

SmartPort wizard

Property Settings - Defaults tab

In C-Client: found under Preference in Menu bar

Accept the default Match and load option

Option to Match on title control number OR indexed MARC tag is preferred

Use the gadgets when provided

Repeat title control number source after a slash to force the system to replace auto-generated title control numbers

Call number source shown is for libraries using Dewey classification

Note: Select your own library

Options for number of entries retrieved when searching a single database or multiple databases at once (OCLC and LC at the same time)

No = tags in bib record in SmartPORT display without descriptive labels

SmartPort : Properties

Display property page: Wizard Startup Never

Defaults

MARC Import

Bibliographic Record Load Options

Replace current record

Match and load

Match on title control number

Match on title control number or indexed MARC tag

Match on title control number and indexed MARC tag

Title control number source: islop/islop

Indexed MARC tag number: i

Call sources: LC,090,,N

Library: WSL

Format: MARC

Remove subject headings

Authority Record Load Options

Replace current record

Match and load

Authority control number source:

Verify options: Yes No

Strip junktags: Yes No

Script for special processing:

Hit limit for brief display

Single server limit: 20

Multi-server limit: 3

Browse terms limit: 8

Gateway timeout: 20 Seconds

Formatted full display: Yes No

Cataloging – Common Tasks

SmartPort wizard

Property Settings - Defaults tab

In C-Client: found under Preference in Menu bar

Accept the default Match and load option

Option to Match on title control number OR indexed MARC tag is preferred

Use the gadgets when provided

Repeat title control number source after a slash to force the system to replace auto-generated title control numbers

Call number source shown is for libraries using Library of Congress classification

Note: Select your own library

Options for number of entries retrieved when searching a single database or multiple databases at once (OCLC and LC at the same time)

No = tags in bib record in SmartPORT display without descriptive labels

Search preferences

Type: KEYWORD

Index: Title

Library: ALL

Editor display options

MARC View

New in Java

Descriptive view

Display fixed fields

Display descriptive labels (for entries)

Call number default values

Show shelving key

Item tree defaults

Item tree display collapsed

Item tree display expanded

Extended Info Display Options

Display staff note on item list

Display public note on item list

Cataloging – Common Tasks
Item Search and Display wizard
Property Settings -Defaults tab

[Descriptive view](#) displays the Bibliographic record with the fixed field elements at the top of the record as you are used to seeing it

[Display descriptive labels](#) shows record tags with descriptions instead of just tag numbers

New in Java:
Default selection of [Item tree display collapsed](#) shows call numbers without their barcodes

Default selection of [Item tree display expanded](#) shows call numbers with all their barcodes

Cataloging – Common Tasks *Item Search & Display* wizard

Property Settings
Defaults tab ...(cont)

Select tabs you wish to view
for bills, checkouts, orders,
and holds

Configure information
displayed within those tabs
as you wish

Behavior **Defaults** Helpers

Extended Info Display Options

- Display staff note on item list
- Display public note on item list

Show bookings

Show holdings

Show serial control

Bills Tab

- Show bills
- Library:
- Bills type:

Checkouts Tab

- Show checkouts
- Charge ownership:
- Library:
- Checkouts type:

Selectionlists Folder

- Show Selectionlists Folder
- Library:
- Status:

Orders Tab

- Show orders
- Library:
- Orders type:

Holdings Tab

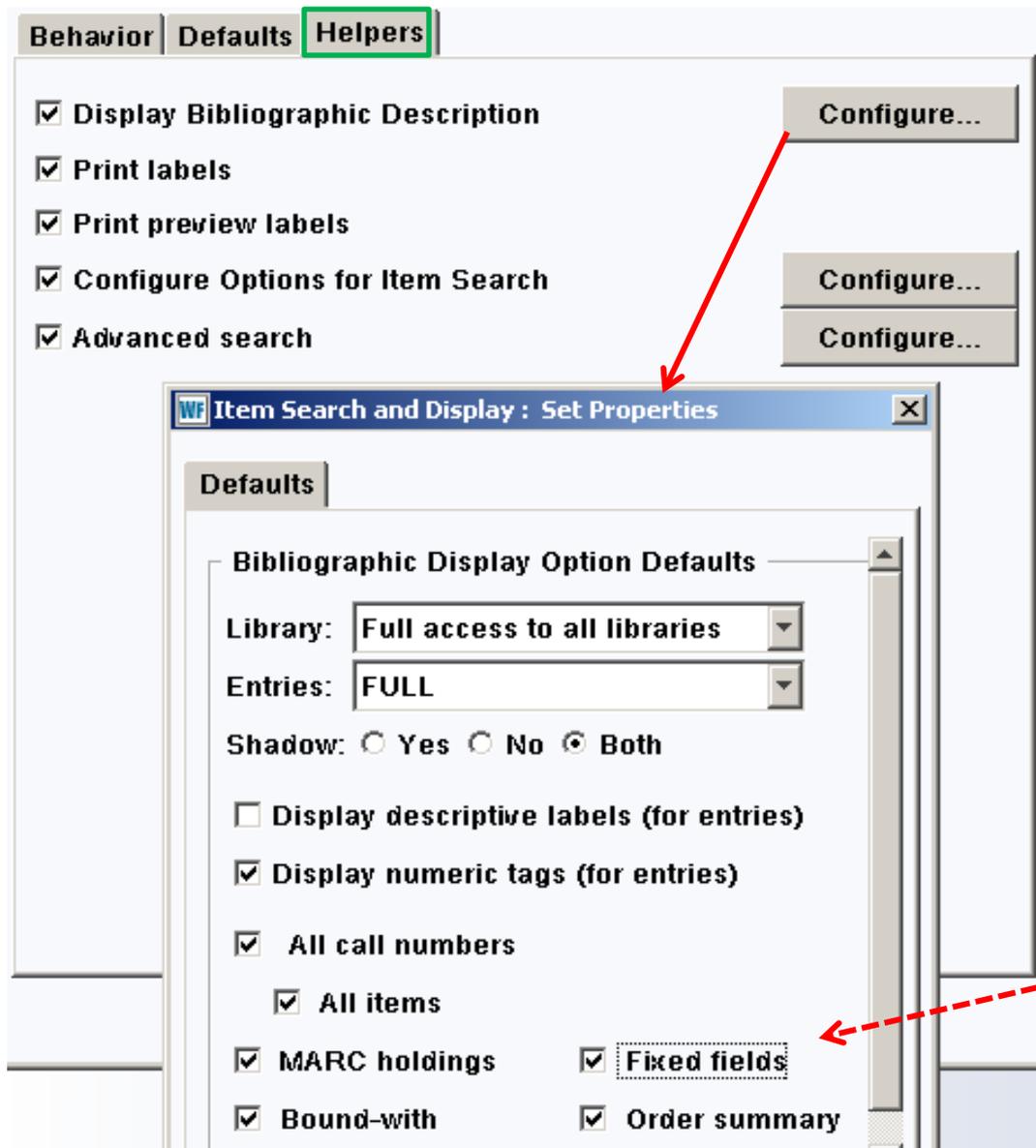
- Show holds
- Library type:
- Library:
- Holdings type:

Cataloging – Common Tasks
Item Search and Display wizard
Property Settings
Behavior tab

Delivered defaults shown for
search options

The screenshot shows a dialog box titled "Item Search and Display : Set Properties". At the top, there is a header bar with the WF logo and the title. Below the header, there are two radio buttons: "Wizard Startup" (unselected) and "Never" (selected). Below this, there are three tabs: "Behavior" (selected and highlighted with a green border), "Defaults", and "Helpers". The main content area is titled "Search Library Preferences" and contains the following settings:

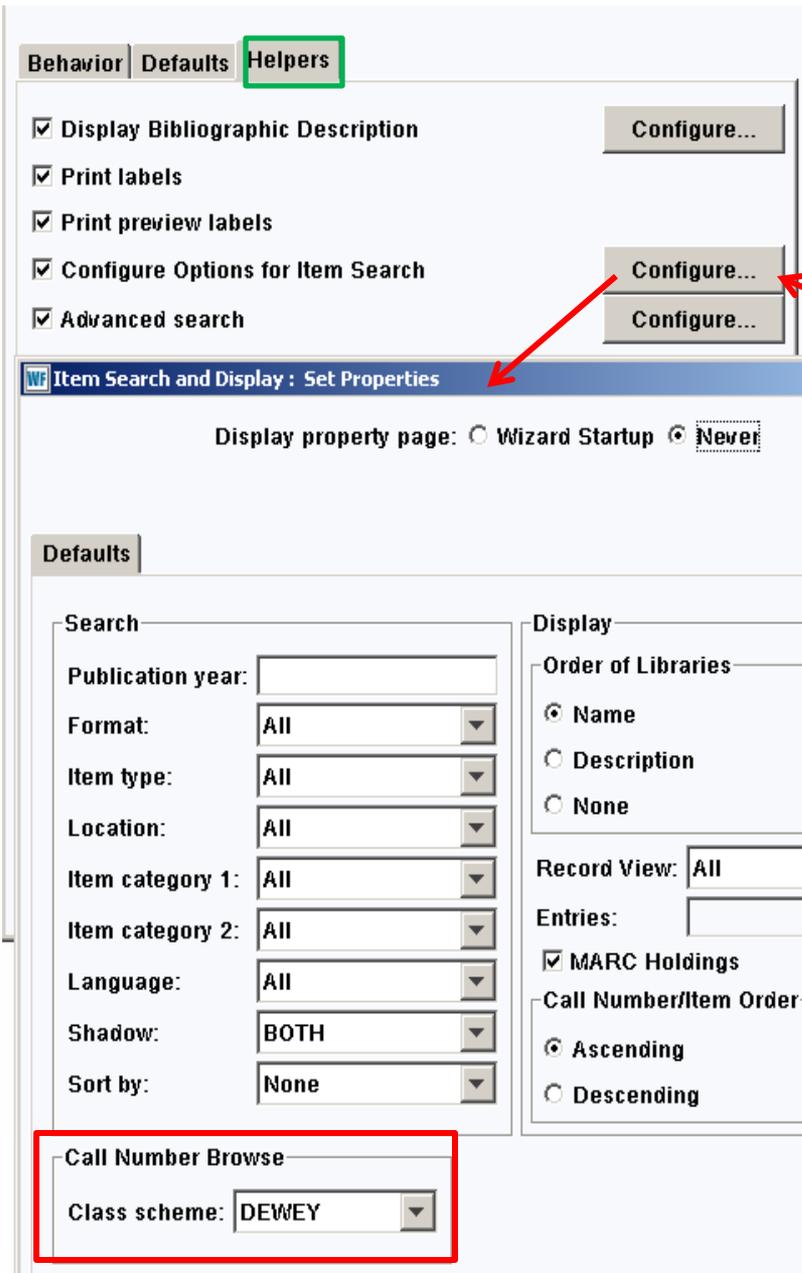
- Search library list type: Search by library
- Search by search library group
- Search by library or search library group
- Search library list: ALL (dropdown menu)



Cataloging – Common Tasks
Item Search and Display wizard
Property Settings
Helpers tab
(New options in Java)

Clicking on the raised bar for the option to Display Bibliographic Description enables you to configure additional options for entry as shown at the left

Note: You need to be able to see the fixed field as it is from this area of the bibliographic record that the system pulls the periodical's publication frequency



Cataloging – Common Tasks

Item Search and Display wizard

Property Settings

Helpers tab – raised bar to Configure Options for Item Search

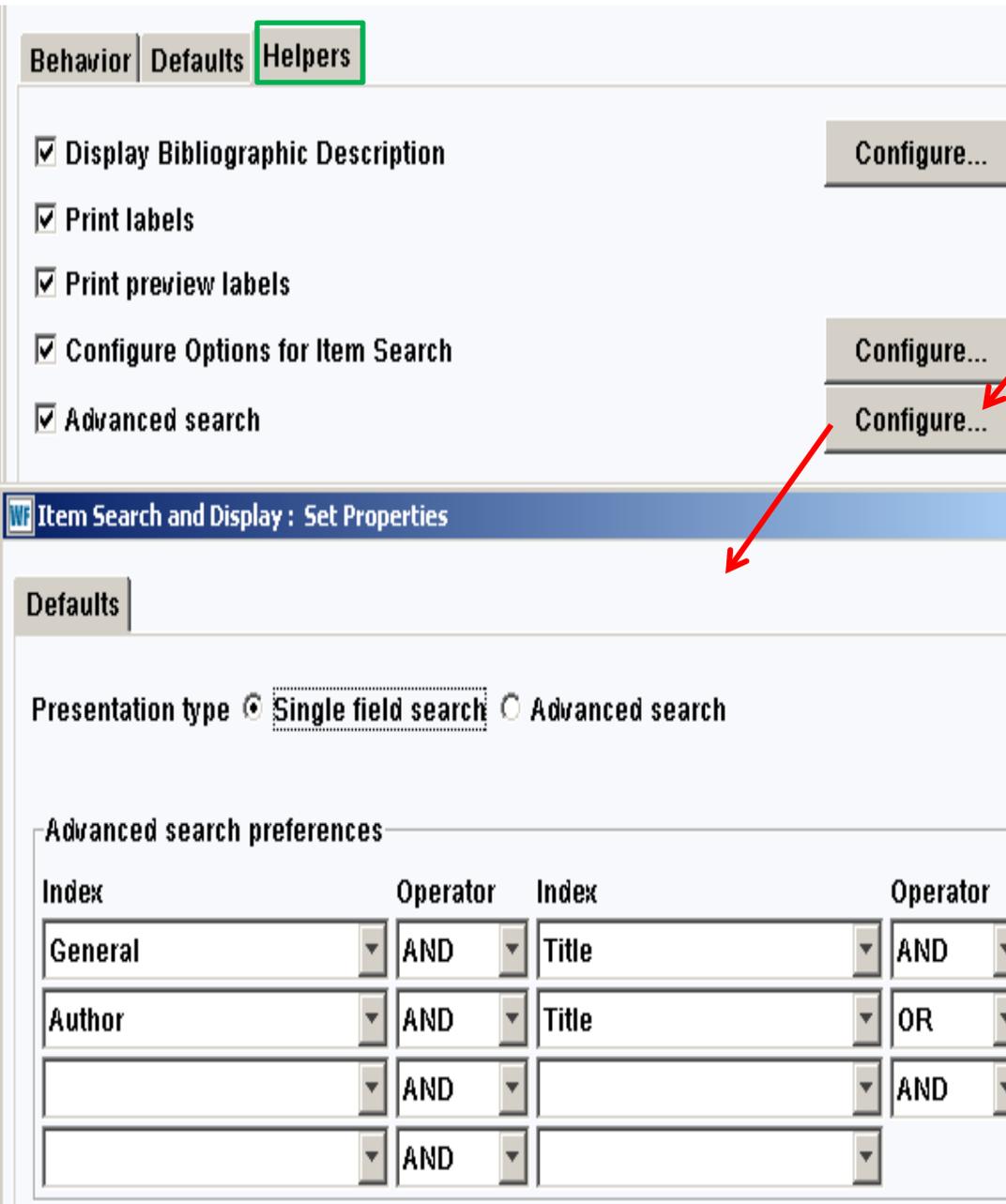
These are system delivered defaults

Change these settings if you wish to limit a search to one or more of these options

For a shelflist browse of your library's call numbers, select the class scheme used most in your library

When the Item Search and Display wizard is open, these configuration options display when clicking on the helper shown below





Cataloging – Common Tasks

Item Search and Display wizard

Property Settings

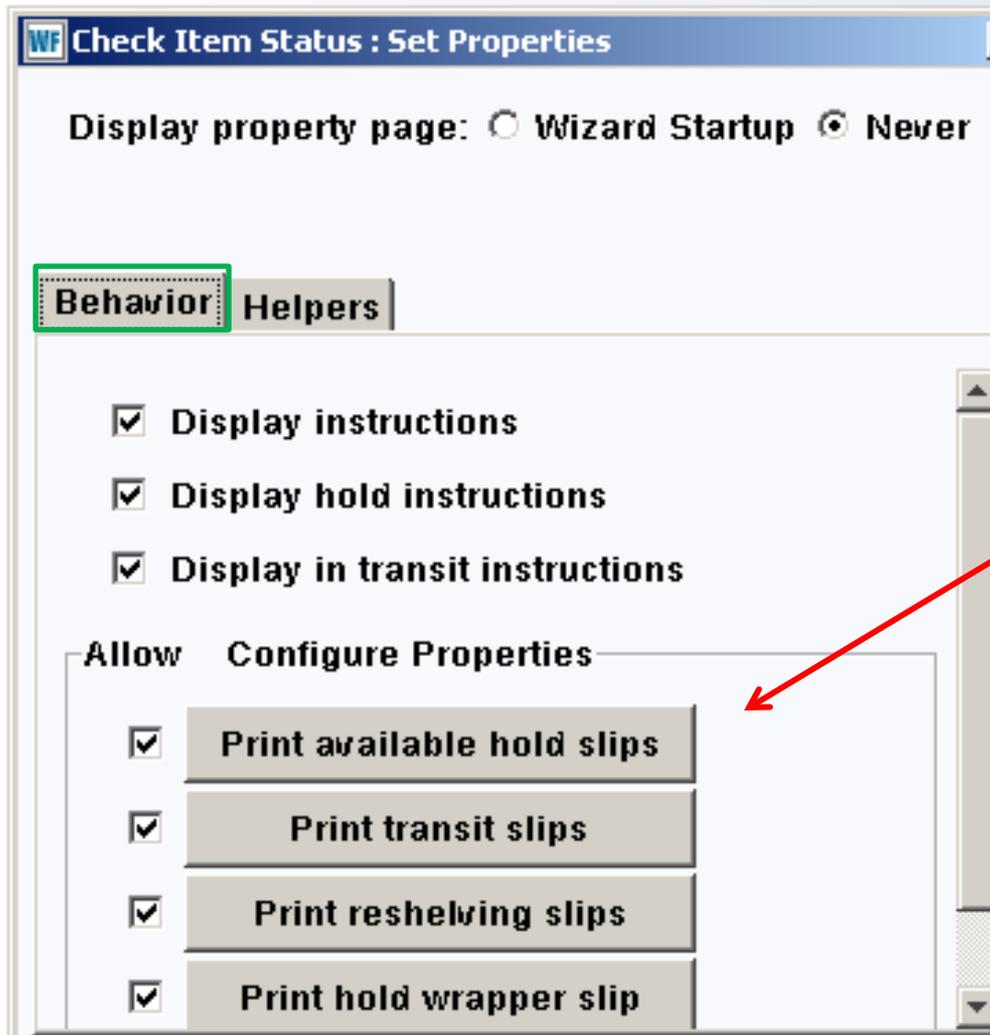
Helpers – raised bar to configure options for Advanced search

Select options as desired for combined searches

When the Item Search and Display wizard is open, these configuration options display when clicking on the helper shown below



This helper works like a toggle; click on it again to close this search option



Cataloging – Common Tasks

Check Item Status wizard

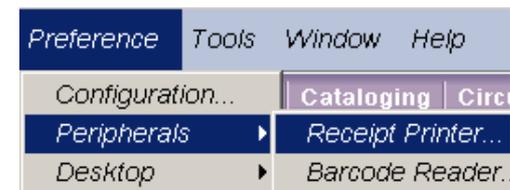
Property Settings

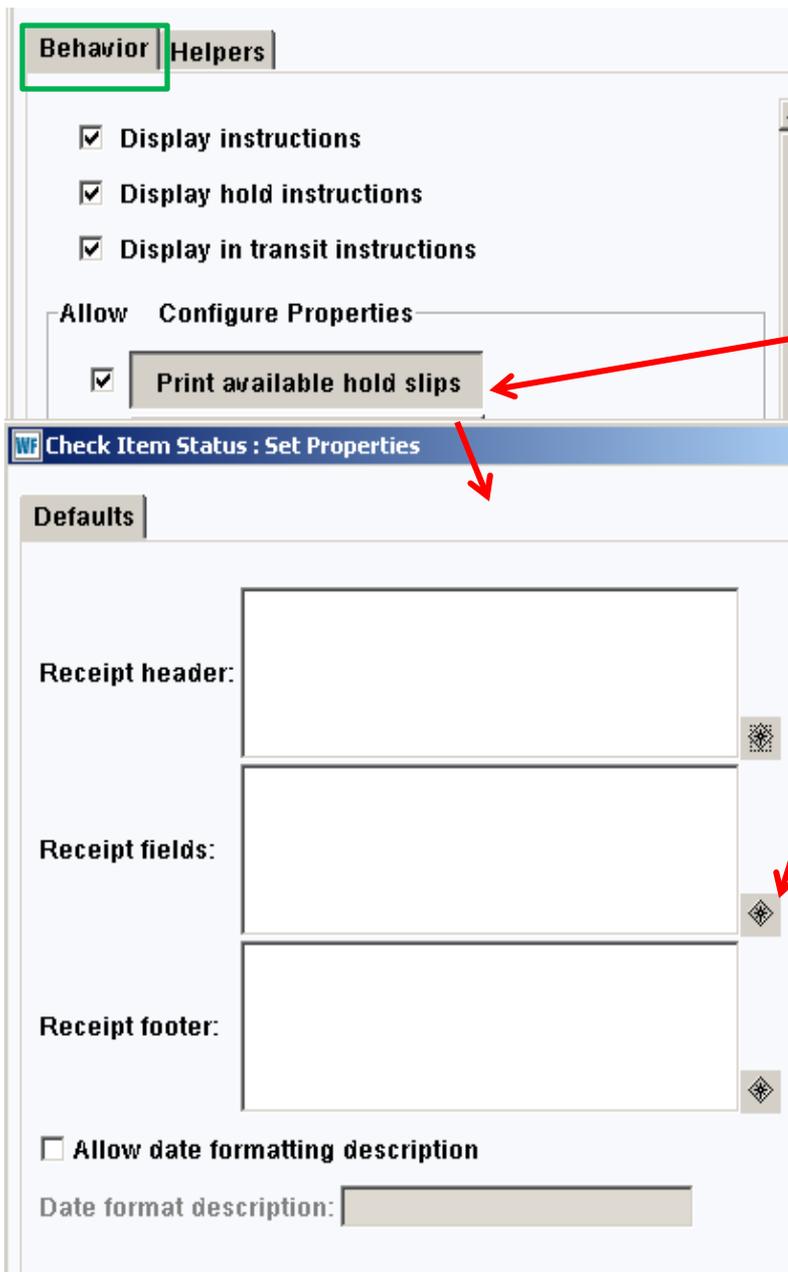
Behavior tab

Click on raised bars to select more options if you chose to allow printing

New in Java: entering your own text
Note: The print option in the raised bar allows you to enter text for each type of hold slip

Be sure you've configured your receipt printer under Preference in the Menu options as shown below





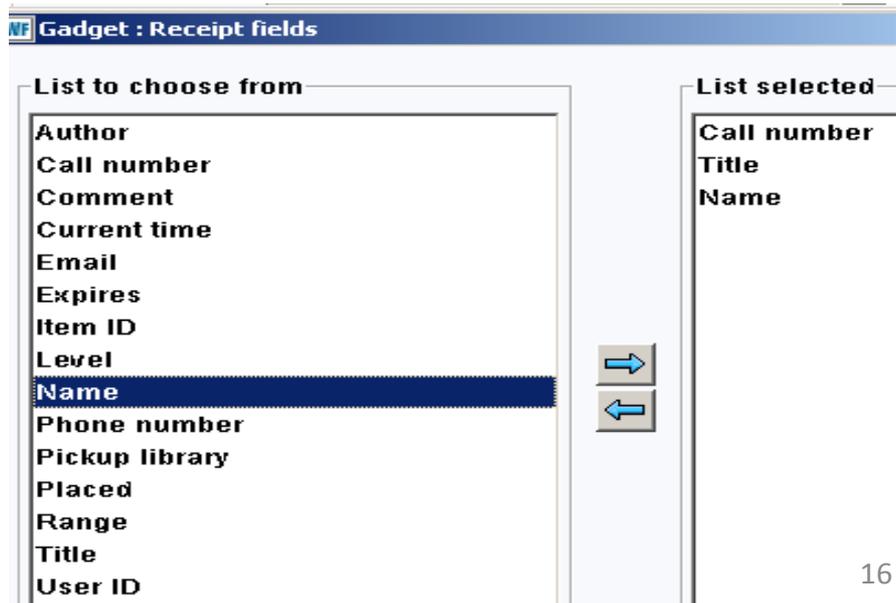
Cataloging – Common Tasks

Check Item Status wizard

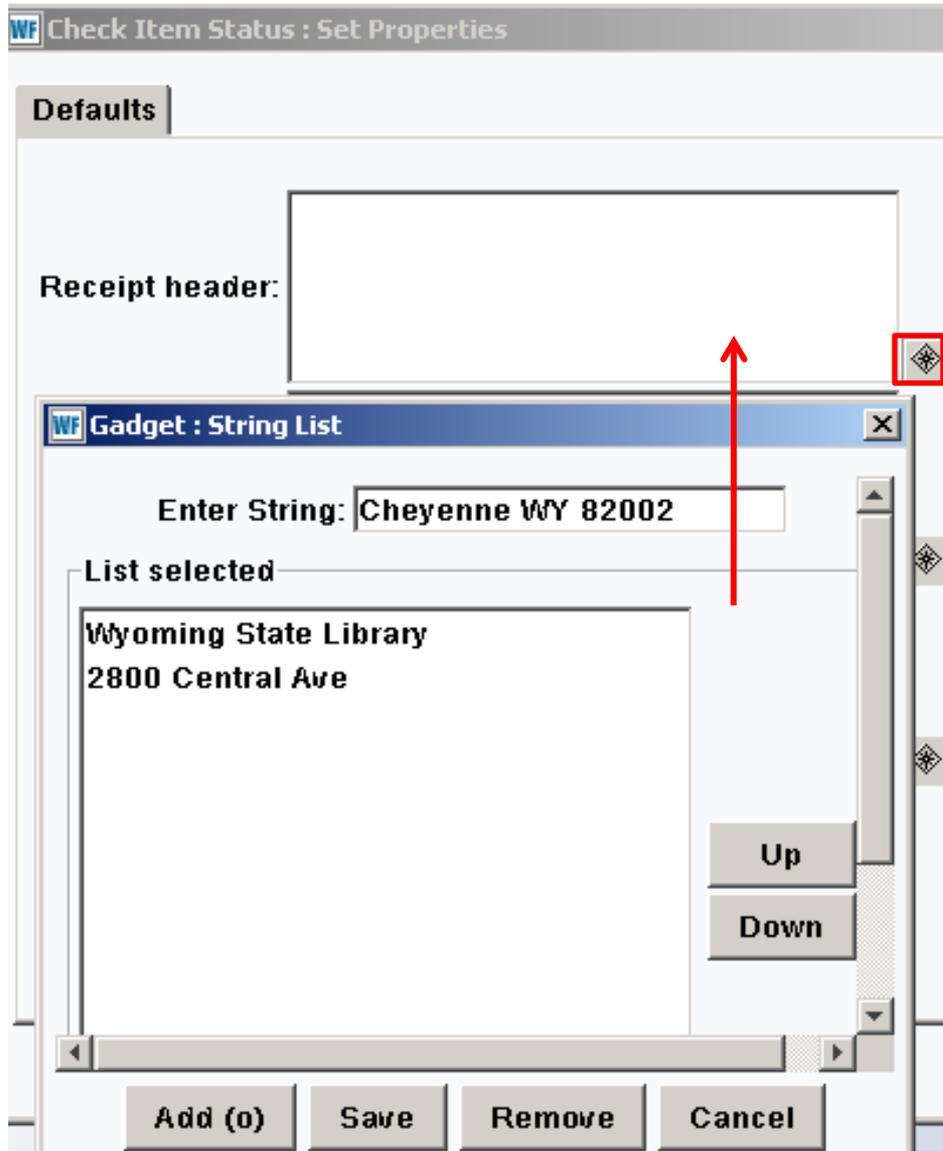
Property Settings

Behavior tab – clicking on raised bar for “Print available hold slips” results in display of template

Use the gadget next to each text box to either enter strings of text of your choosing (Receipt header and Receipt footer) or make selections from a list of pre-selected options (Receipt fields) as shown below; use arrows to move selections



New in Java: entering your own text



Cataloging – Common Tasks

Check Item Status wizard

Property Settings

Behavior tab – raised bar for “Print available hold slips” retrieved template; click on gadget next to each area

Receipt header

Click on the gadget for Receipt header to display the window shown here

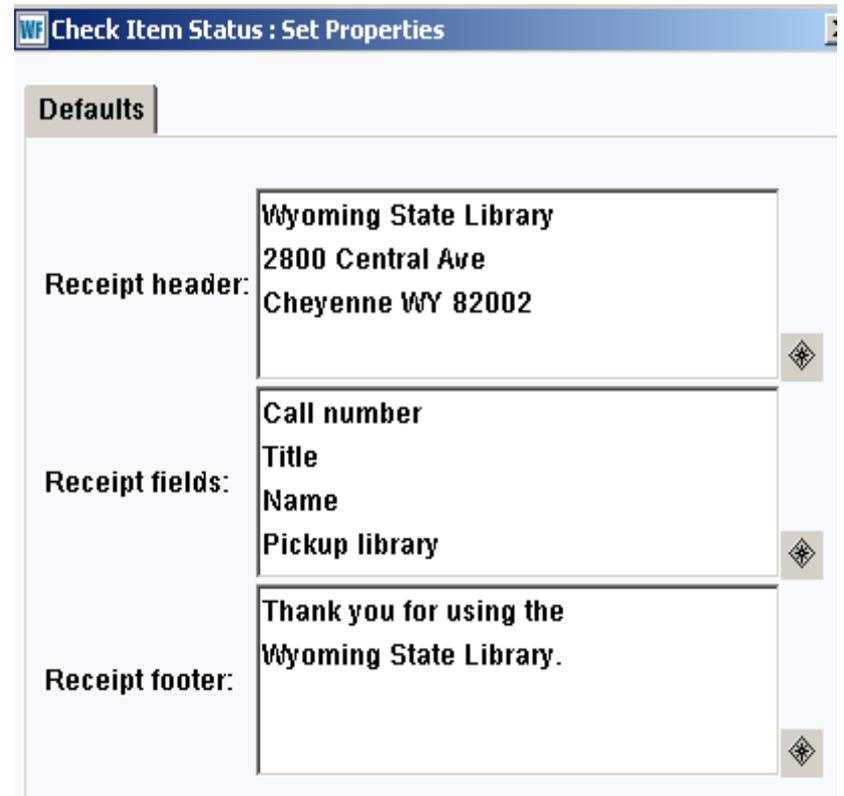
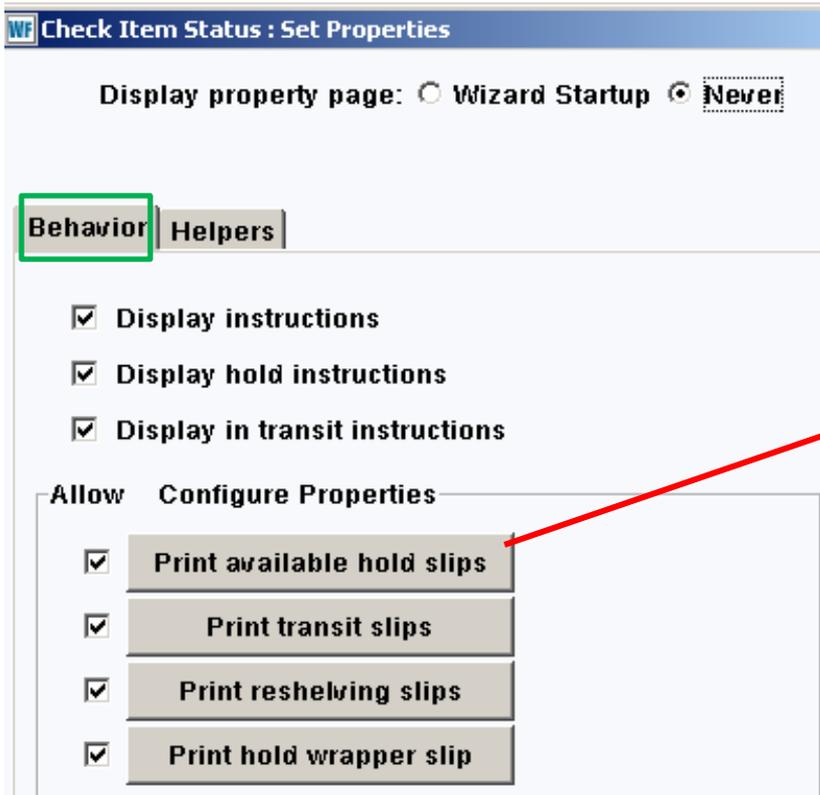
Enter desired information as shown:

Click on the Add button to add each line to the receipt header (or just hit the enter key on your keyboard)

Each line of text can be re-arranged within the header by using the up or down button

Click the Save button when finished

New in Java: entering your own text



Cataloging – Common Tasks

Check Item Status wizard

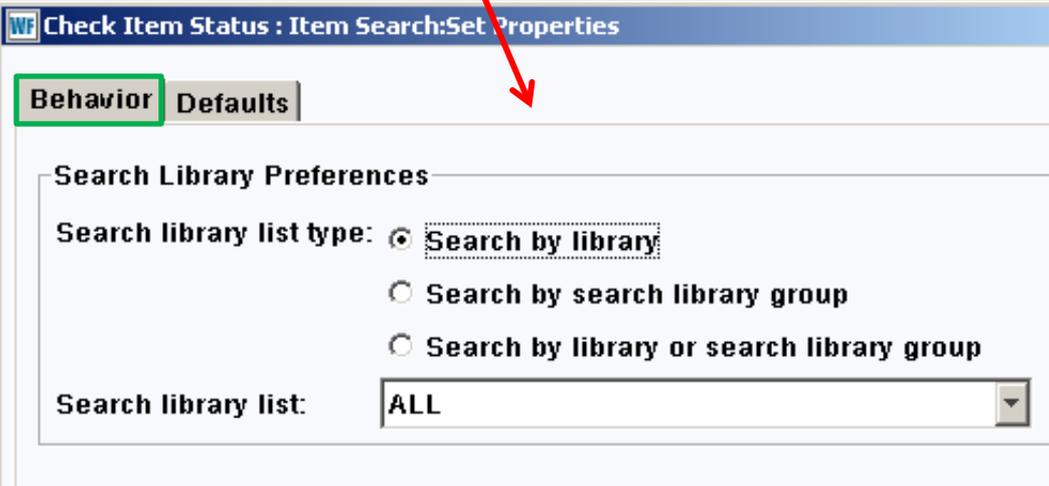
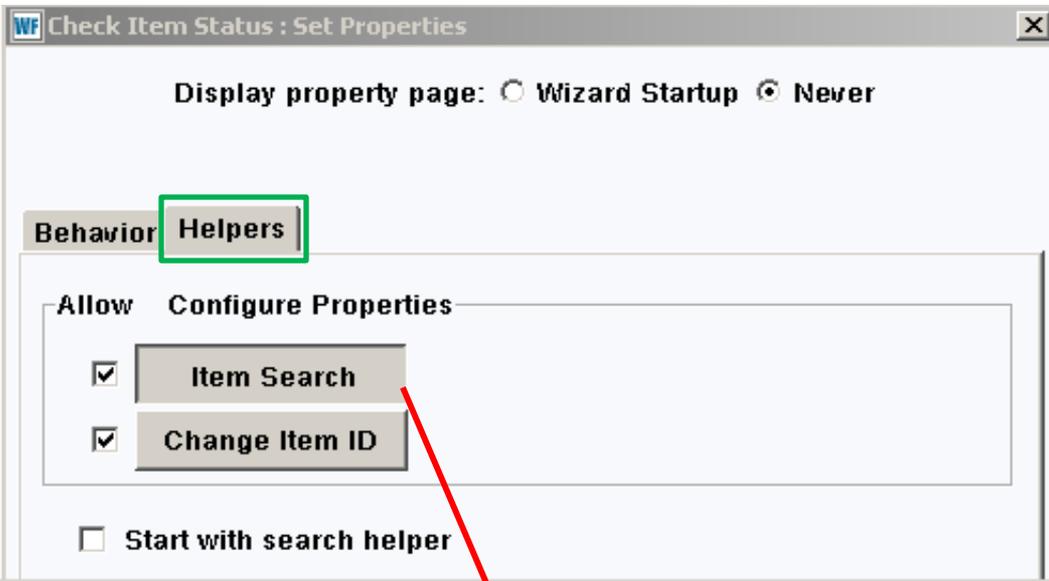
Property Settings

Behavior tab

“Print available hold slips” raised bar

Text of available hold slip created by clicking on gadget next to each text box

New in Java: entering your own text



Cataloging – Common Tasks

Check Item Status wizard

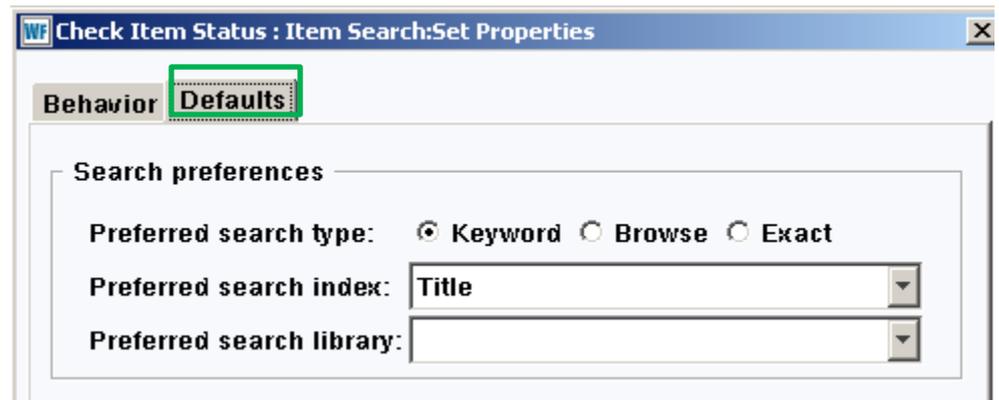
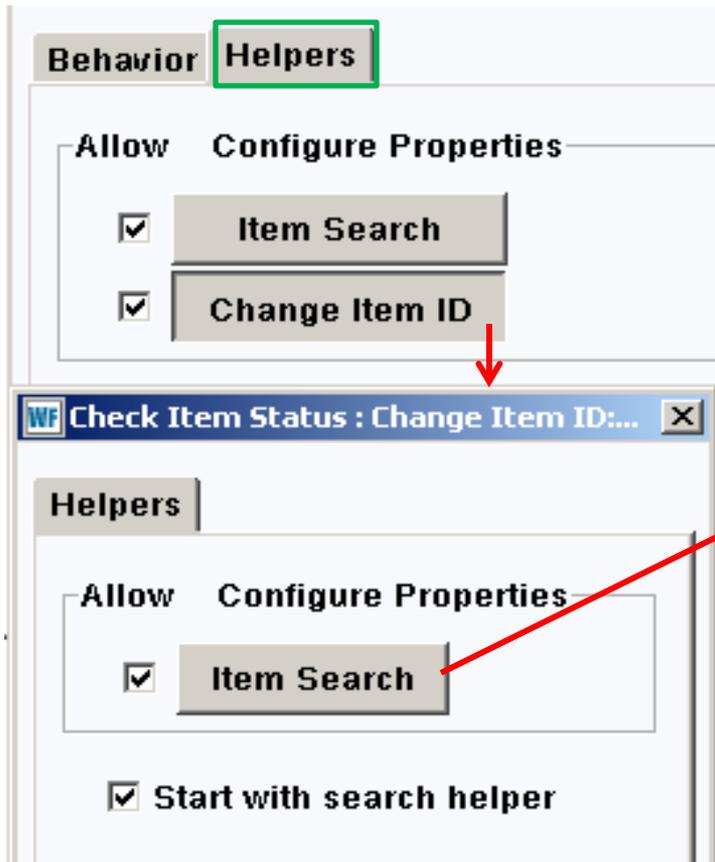
Property Settings

Helpers tab

Raised bar for “Item Search” –
Behavior tab

Note: within the window of the Item Search raised bar there are two tabs in which to set search options: Behavior tab and Defaults tab

Both are shown at left



Cataloging – Common Tasks
Check Item Status wizard
 Helpers tab – raised bar
 “Change Item ID”

Note: within the window of the Change Item raised bar - Item Search bar, there are two tabs in which to set Options search: Behavior tab and Defaults tab

Both are shown above

WF Add Title : Set Properties

Display property page: Wizard Startup Never

Behavior **Defaults** Helpers

Title default values

Format: **MARC** Entries template: **FULL**

Shadow title Entries:

Add item when creating title

Editor display options

MARC View **New in Java** Display fixed fields

Descriptive view Display descriptive labels (for entries)

Call number default values

Library: **WSL** Shadow call number

Class scheme: **DEWEY** Show shelving key

Item required default values

Type: **BOOK** Permanent

Home location: **STACKS** Circulate

Shadow item

Item optional default values

Price: \$ Item category 1:

Media desk: Item category 2:

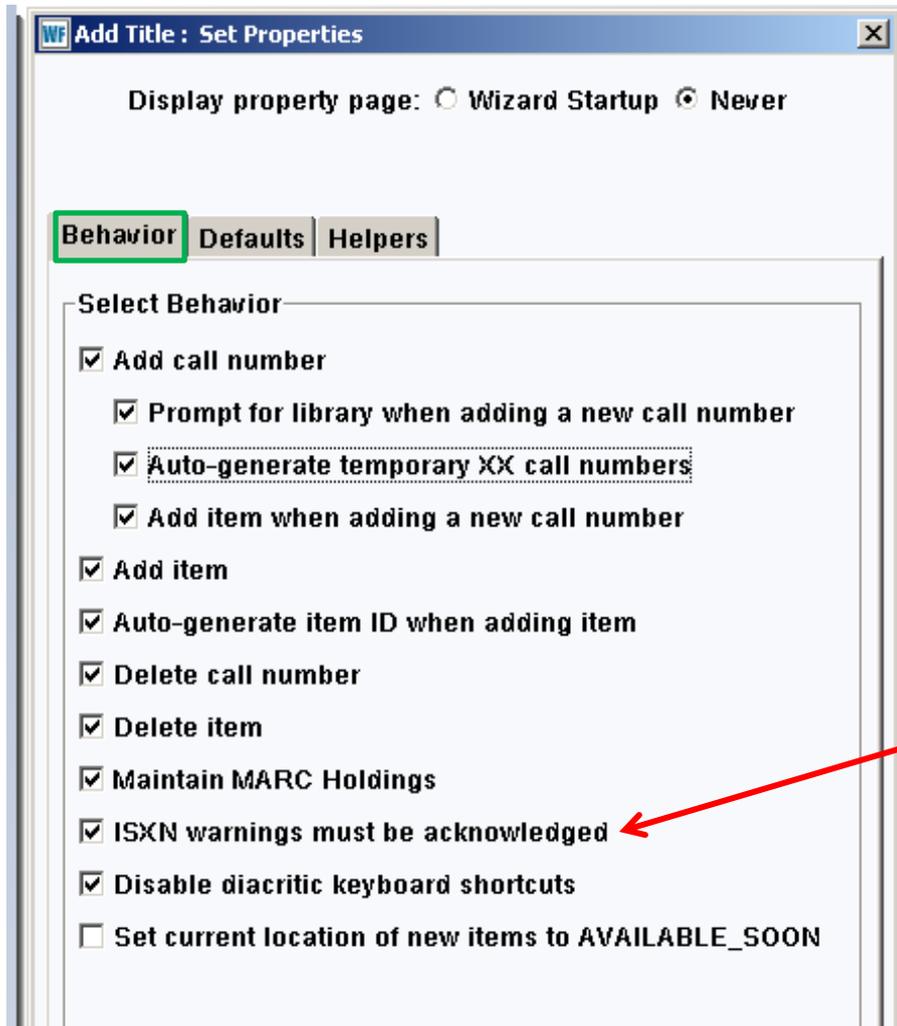
Cataloging – Title Maintenance
Add Title wizard
 Property Settings
 Defaults tab

Format: Be sure to change this to match the format of the material for which you are creating an original record

Descriptive view shows fixed field elements at the top of the record which makes them easier to fill in

Display descriptive labels if you want to see tag descriptions and not just tag numbers

Enter your library's code



Cataloging – Title Maintenance

Add Title wizard

Property Settings

Behavior tab

Setting properties to auto-generate xx call number and item ID (barcode) help prevent the appearance of the message “Call number already exists” and “Call number is not unique”

ISXN warning notifies you of the entry of an invalid ISBN or ISSN

New in Java:

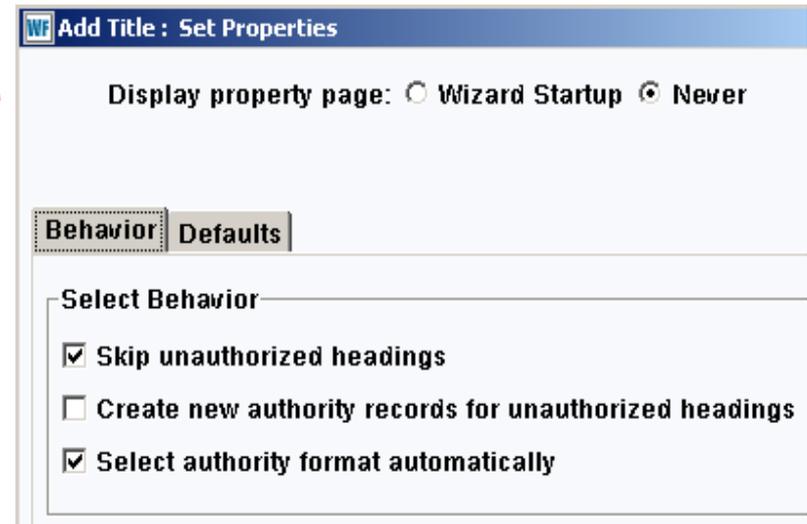
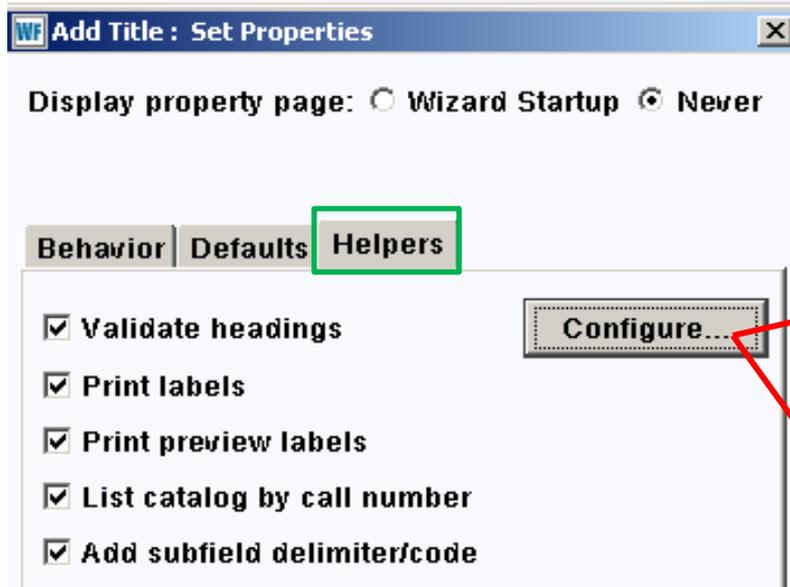
Delete call number

Delete Item

Disable diacritic keyboard shortcuts

Set current location of new items to

AVAILABLE_SOON



Cataloging – Title Maintenance

Add Title wizard

Property Settings

Helpers tab – click on the raised bar to configure Validate headings

Defaults tab: Do not change the default of PROVISIONAL

Behavior tab: Select the option to “Skip unauthorized headings”

New in Java:

Add subfield delimiter/code

Modify Title : Set Properties

Display property page: Wizard Startup Never

Behavior **Defaults** Helpers

Search preferences

Type: KEYWORD

Index: Title

Library: ALL

Editor display options

MARC View

Descriptive view

Add empty entries

Display fixed fields

Display descriptive labels (for entries)

Entries template: BRIEF

Call number default values

Show shelving key

Item tree defaults

Item tree display collapsed

Item tree display expanded

Extended Info Display Options

Display staff note on item list

Display public note on item list

Tab Display Preference

Control

Bibliographic

MARC Holdings

Call Number/Item

Cataloging – Title Maintenance

Modify Title wizard

Property Settings

Defaults tab

Descriptive view displays the fixed field elements at the top of the record with Help available upon right click within each fixed field

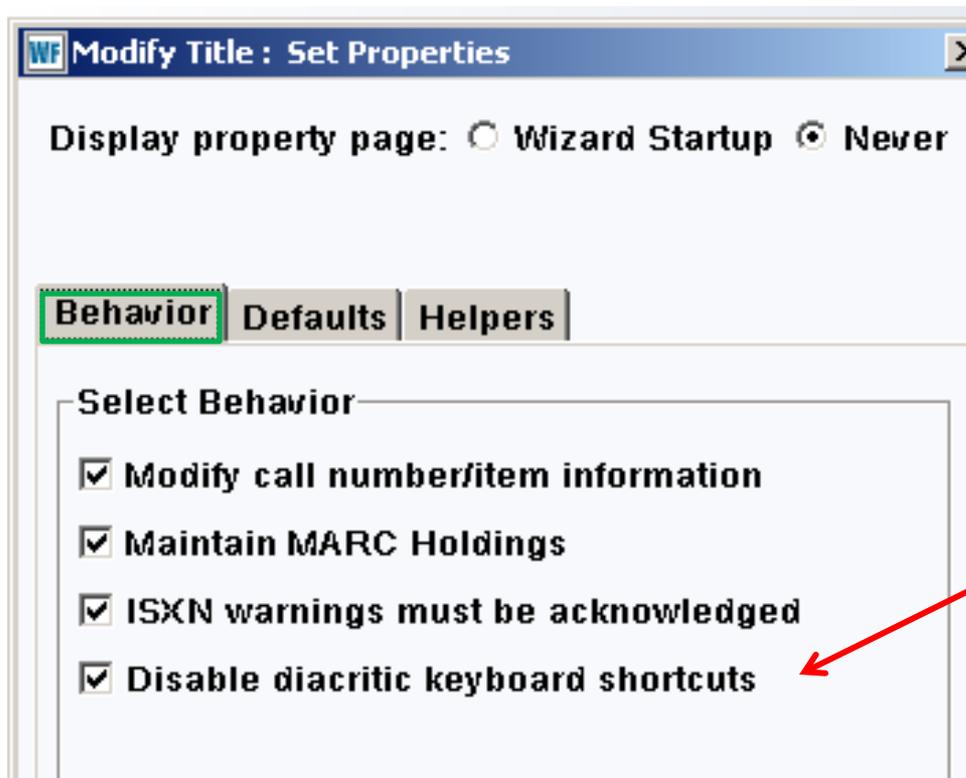
Display descriptive labels shows tags with descriptions instead of just tag numbers

New in Java:

Item tree display collapsed shows just the call numbers as the default

Item tree display expanded shows the call numbers and all their barcodes

Tab Display Preference



Cataloging – Title Maintenance

Modify Title wizard

Property Settings

Behavior tab

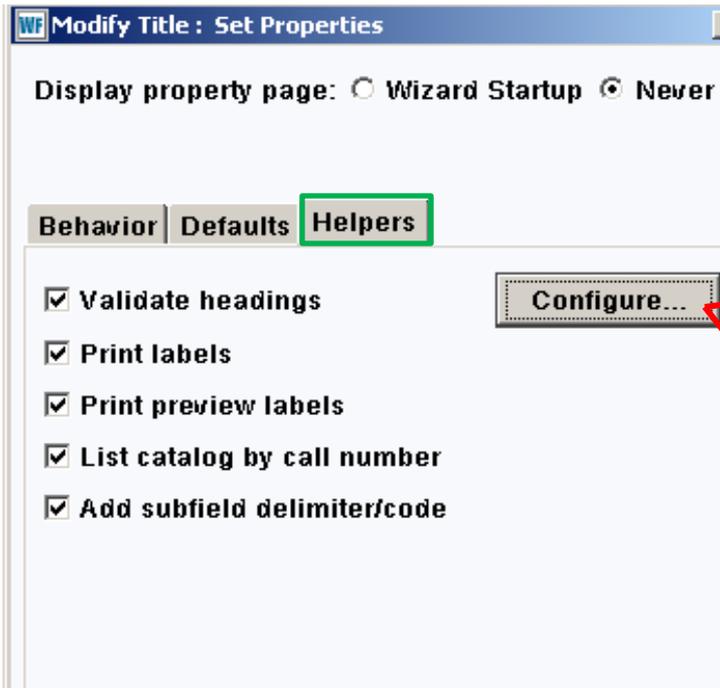
ISXN warning alerts you if invalid ISBNs or ISSN have been entered

New in Java:

Disable diacritic keyboard shortcuts

Diacritics are found in the Symbol Table under Tools in the Menu bar

If this last option is un-checked you can insert diacritics only from the table by using the insert button in the diacritics table



Cataloging – Title Maintenance

Modify Title wizard

Property Settings

Helpers tab - click on the raised bar to configure

Validate headings

Defaults tab: Do not change the default of PROVISIONAL

Behavior tab: Select option to “Skip unauthorized headings”

New in Java:

Add subfield delimiter/code

Cataloging – Title Maintenance

Duplicate Title wizard

Property Settings

Defaults tab

***Format: Be sure to change the Format to match the type of record you are creating
If you are creating the sound recording version from the print version, the new record format must be changed to MUSIC so the new record indexes correctly and has the correct defaults in the fixed field***

Duplicate Title : Set Properties

Display property page: Wizard Startup Never

Behavior Defaults Helpers

Search preferences

Type: KEYWORD

Index: Title

Library: ALL

Title default values

Format: MARC

Shadow title

Add item when creating title

Editor display options

MARC View

Descriptive view

New in Java

Display fixed fields

Display descriptive labels (for entries)

Descriptive view shows the fixed fields at the top of the record and provides Help by right clicking within each fixed field

Display descriptive labels to see a description of each tag instead of just the tag number

Cataloging – Title Maintenance

Duplicate Title wizard

Property Settings

Defaults tab ...(cont)

Select your library

Select your class scheme

New in Java:

Item tree display collapsed defaults to a view of just the call numbers

Item tree display expanded defaults to a view of call numbers and all their barcodes

Select item type to match the new material you're cataloging

Select location for new item

Duplicate Title : Set Properties

Display property page: Wizard Startup Never

Behavior Defaults Helpers

Descriptive view Display descriptive labels (for entries)

Call number default values

Library: WSL Shadow call number

Class scheme: LC Show shelving key

Item tree defaults

Item tree display collapsed Item tree display expanded

Extended Info Display Options

Display staff note on item list

Display public note on item list

Item required default values

Type: BOOK Permanent

Home location: STACKS Circulate

Shadow item

Item optional default values

Price: \$ Item category 1:

Media desk: Item category 2:

Cataloging – Title Maintenance
Duplicate Title wizard

Property Settings - Behavior tab

These defaults are the same as those in the Behavior tab of the Add Title wizard

Setting properties to auto-generate xx call number & barcode help prevent the appearance of the messages Call number already exists & Call number is not unique

ISXN warning notifies you of the entry of an invalid ISBN or ISSN

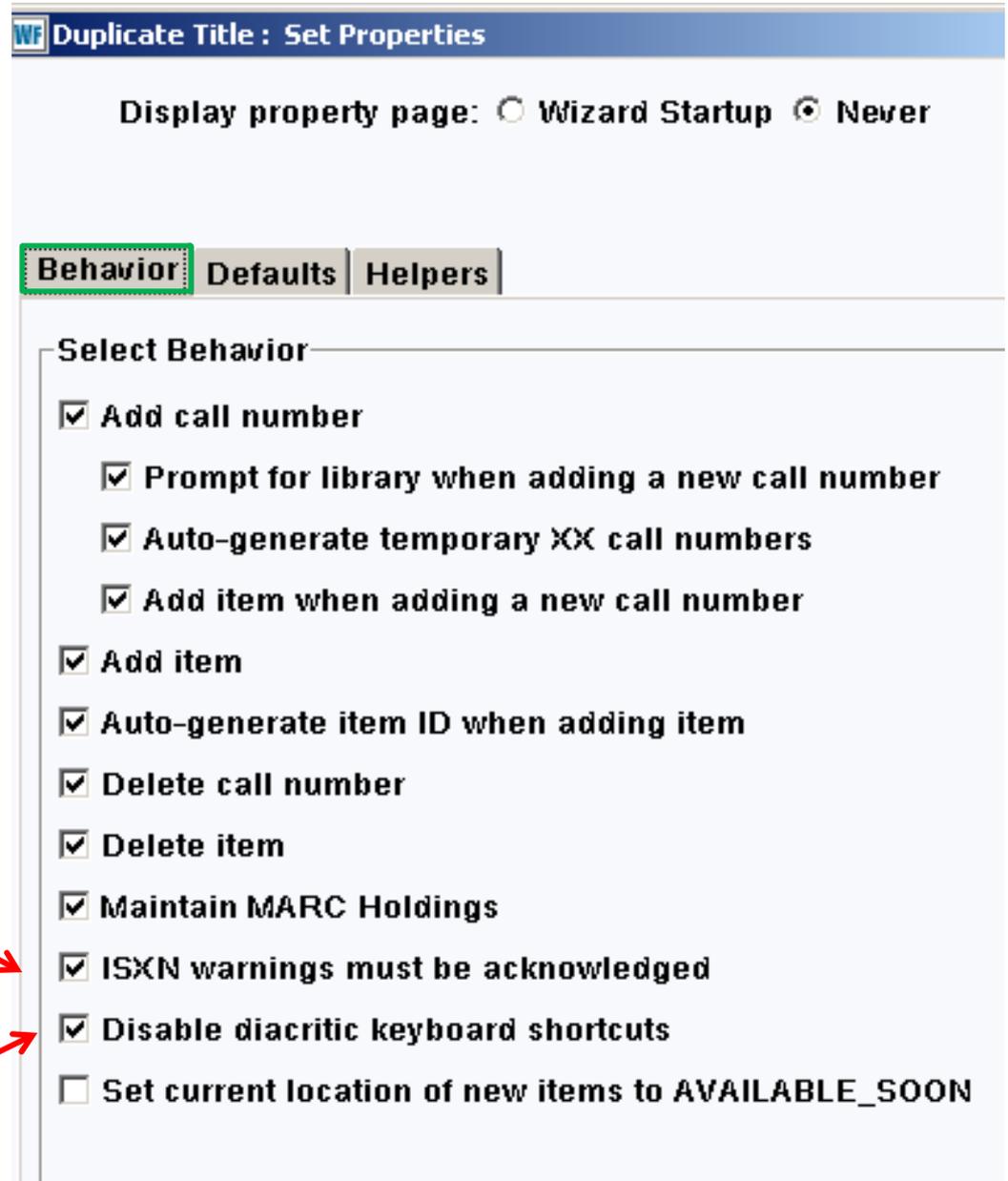
New in Java:

Delete options for call number/item

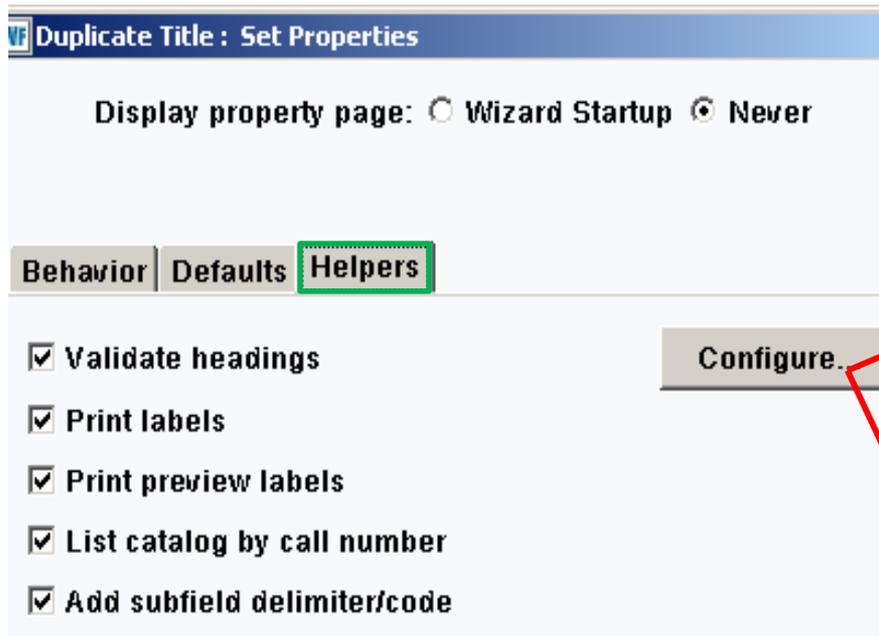
Disable diacritic keyboard shortcuts

Set current location of new items to

AVAILABLE_SOON



Diacritics can be added only from the Symbol Table under Tools in the Menu bar if this is un-checked ²⁹



Cataloging – Title Maintenance

Duplicate Title wizard

Property Settings

Helpers tab – click on the raised bar to configure Validate headings

Defaults tab: Do not change the default of PROVISIONAL

Behavior tab: Select the option to “Skip unauthorized headings”

New in Java:

Add subfield delimiter/code

Delete Title, Call Numbers or Items : Set Properties

Display property page: Wizard Startup **Never**

Behavior **Defaults** **Helpers**

Search preferences

Type:

Index:

Library:

Item tree defaults

Item tree display collapsed **Item tree display expanded**

Extended Info Display Options

Display staff note on item list

Display public note on item list

Cataloging – Title Maintenance

Delete Title wizard

Property Settings

Defaults tab

Use this wizard to delete the bib record when you remove the last barcoded item from the record
Call numbers and item records can also be deleted using the Call Number & Item Maintenance wizard

Select your desired search options

Select item tree display expanded so you can see all the barcodes attached to a call number

You decide if you want to see the notes on an item record or not when you delete the item

New in Java:

Item tree defaults: tree collapsed or expanded

Delete Title, Call Numbers or Items : Set Properties

Display property page: Wizard Startup Never

Behavior | Defaults | Helpers

Select Behavior

- Delete title when deleting last call number or last item
 - Prompt for confirmation before deleting title
- Delete only items for search library

Description	Call Number/Item
<input type="checkbox"/>	39092055852018 - 1 - BOOK - ADMIN
<input type="checkbox"/>	025.431 DEWEY 22 V.3 - PARK
<input type="checkbox"/>	39092055850012 - 1 - BOOK - ADMIN
<input type="checkbox"/>	025.431 DEWEY 22 V.4 - PARK
<input type="checkbox"/>	39092055850020 - 1 - BOOK - ADMIN
<input type="checkbox"/>	OFC 025.431 DEWEY : V.1 - UINT
<input type="checkbox"/>	39092059543977 - 1 - REF-BOOK - PROF_COLL
<input type="checkbox"/>	OFC 025.431 DEWEY : V.2 - UINT
<input type="checkbox"/>	39092059543928 - 1 - REF-BOOK - PROF_COLL
<input type="checkbox"/>	OFC 025.431 DEWEY : V.3 - UINT
<input type="checkbox"/>	39092059543878 - 1 - REF-BOOK - PROF_COLL
<input type="checkbox"/>	OFC 025.431 DEWEY : V.4 - UINT
<input type="checkbox"/>	39092059543829 - 1 - REF-BOOK - PROF_COLL
<input checked="" type="checkbox"/>	Z 696 .D519 22ND ED. 2003 VOL. 1 - WSL
<input checked="" type="checkbox"/>	39092057320675 - 1 - BOOK - STACKS
<input type="checkbox"/>	39092057320683 - 2 - BOOK - CHECKEDOUT - Can't Circ
<input type="checkbox"/>	Z 696 .D519 22ND ED. 2003 VOL. 2 - WSL
<input type="checkbox"/>	39092057320691 - 1 - BOOK - STACKS
<input type="checkbox"/>	39092057326623 - 2 - BOOK - CHECKEDOUT - Can't Circ



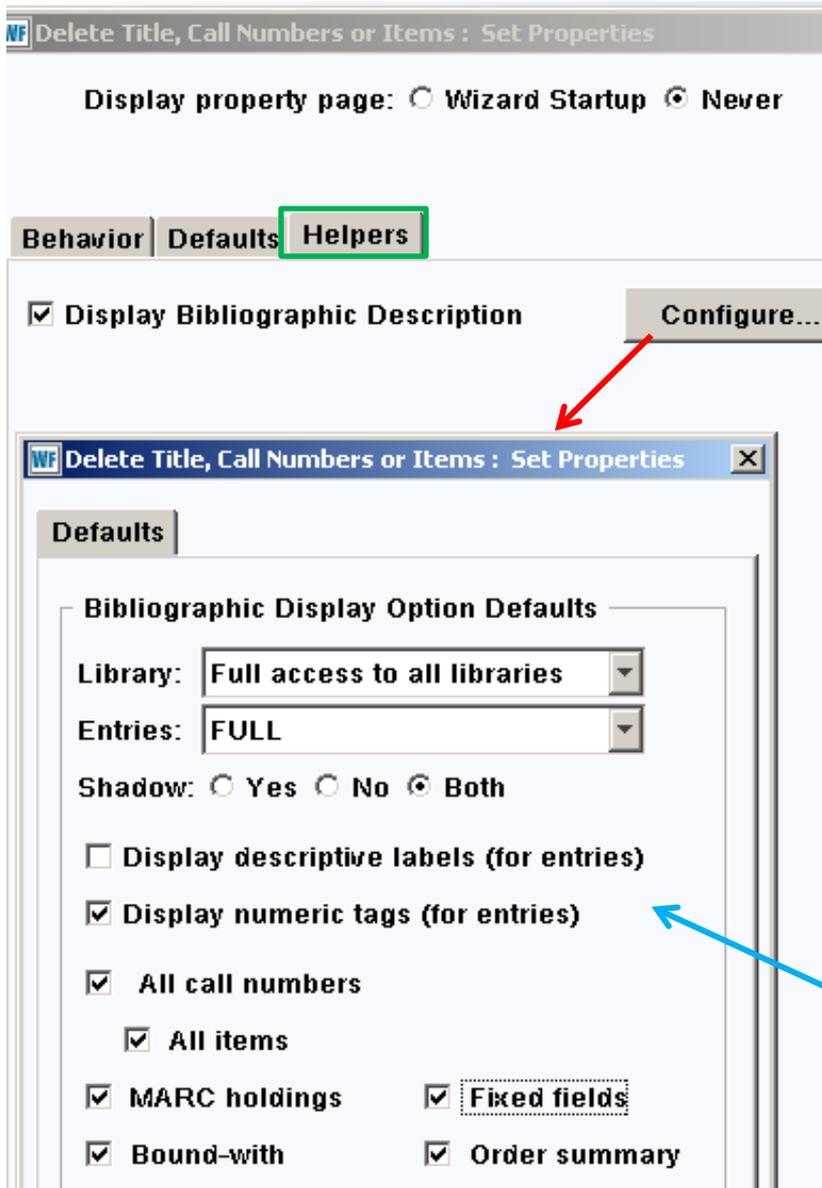
Cataloging – Title Maintenance

Delete Title wizard

Property Settings

Behavior tab

***It is recommended that you choose the options shown above
To ensure that you delete only items belonging to your library; the
system provides check boxes next to only your items if selecting the
third option shown above***



Cataloging – Title Maintenance

Delete Title wizard

Property Settings

Helpers tab

Clicking on the raised bar to configure the options to Display Bibliographic Description results in the Defaults window displayed at the left

You can just accept the defaults or change them as you wish

New in Java:

Display descriptive labels

Display numeric tags

WF Display Authority : Set Properties

Display property page: Wizard Startup Never

Defaults

Lookup Defaults

Preferred search type: BROWSE

Authority index: LCNAME

Editor Display Options

MARC View Display fixed fields

Descriptive view Display descriptive labels (for entries)

Extended info

Cataloging – Title Maintenance
Display Authority wizard
 Property Settings
 Defaults tab

Browse search is the best option

Select the authority index you wish to search, LCNAME for personal and corporate names, LCSUBJECT for all types of subject headings, FLOATSUB for floating subdivisions

New in Java:
 MARC View
 Descriptive view

Descriptive view displays the fixed field at the top of the record

The option to Display descriptive labels to see tag descriptions instead of just tag numbers is very helpful if you're not used to viewing authority records

WF Add Item : Set Properties

Display property page: Wizard Startup Never

Behavior **Defaults** Helpers

Search preferences

Type: KEYWORD

Index: Title

Library: ALL

Editor display options

MARC View **New in Java**

Display fixed fields

Display descriptive labels (for entries)

Descriptive view

Item tree defaults

Item tree display collapsed Item tree display expanded

Extended Info Display Options

Display staff note on item list

Display public note on item list

Item required default values

Type: UNKNOWN Permanent

Home location: UNKNOWN Circulate

Shadow item

Item optional default values

Price: \$

Media desk:

Item category 1:

Item category 2:

Cataloging – Item Maintenance

Add Item wizard

Property Settings - Defaults tab

[Descriptive view](#) shows fixed fields at top of record as you are used to seeing them

[Display descriptive labels](#) shows descriptions for each tag instead of tag numbers only

New in Java:

Item tree defaults

[Item tree display collapsed](#) shows just call numbers (Good option to use when viewing items linked to serials records)

[Item tree display expanded](#) shows each barcode under each call number

Select item type

Select home location



Cataloging – Item Maintenance

Add Item wizard

Property Settings

Behavior tab

Auto-generate item ID to avoid getting the message that call number already exists

New in Java:

Set current location...to AVAILABLE_SOON

Cataloging – Item Maintenance

Add Item wizard

Property Settings

Helpers tab

Select options to print labels if using Label Designer wizard

WF Edit Item : Set Properties

Display property page: Wizard Startup Never

Defaults Helpers

Search preferences

Type:

Index:

Library:

Editor display options

MARC View **Descriptive view**

New in Java

Display fixed fields

Display descriptive labels (for entries)

Item tree defaults

Item tree display collapsed Item tree display expanded

Extended Info Display Options

Display staff note on item list

Display public note on item list

Cataloging – Item Maintenance

Edit Item wizard

Property Settings - Defaults tab

New In Java:

Item tree defaults

Item tree display expanded shows the barcode associated with each call number

Display item notes

WF Edit Item : Set Properties

Display property page: Wizard Startup Never

Defaults **Helpers**

Print labels

Print preview labels

Cataloging – Item Maintenance

Edit Item wizard

Property Settings - Helpers tab

Select options to print labels if using Label Designer wizard

WF Global Item Modification : Set Properties

Display property page: Wizard Startup Never

Behavior **Defaults** Helpers

Item Values

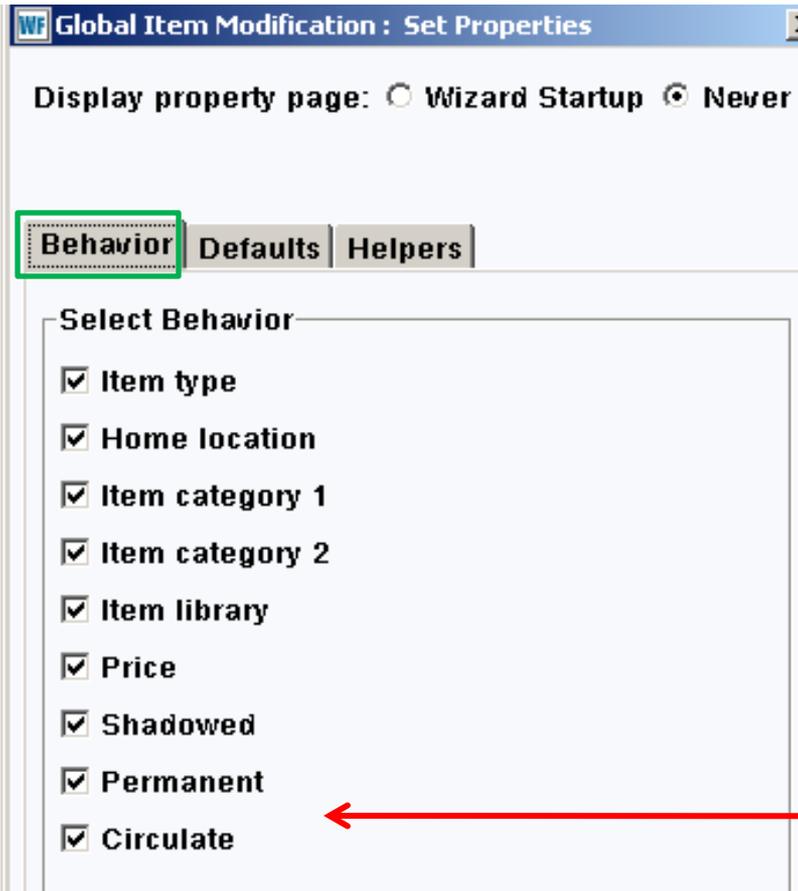
Item type:	»Will not be modified ▼
Home location:	»Will not be modified ▼
Item category 1:	»Will not be modified ▼
Item category 2:	»Will not be modified ▼
Item library:	»Will not be modified ▼
Shadowed:	»Will not be modified ▼
Permanent:	»Will not be modified ▼
Circulate:	»Will not be modified ▼
Price:	\$

Cataloging – Item Maintenance
Global Item Modification wizard
Property Settings
Defaults tab

Use drop down menu to select desired option for each item value

New in Java:
Permanent
Circulate





Cataloging – Item Maintenance
Global Item Modification wizard

Property Settings

Behavior tab

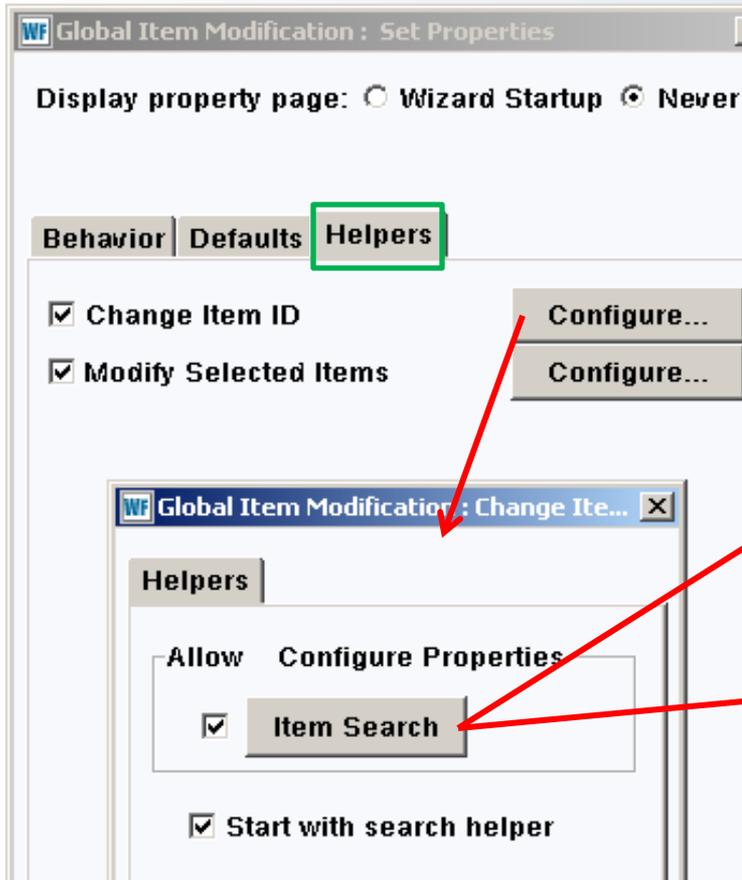
Select which items characteristics you want
To edit globally

Select or clear any of the item check boxes

New in Java:

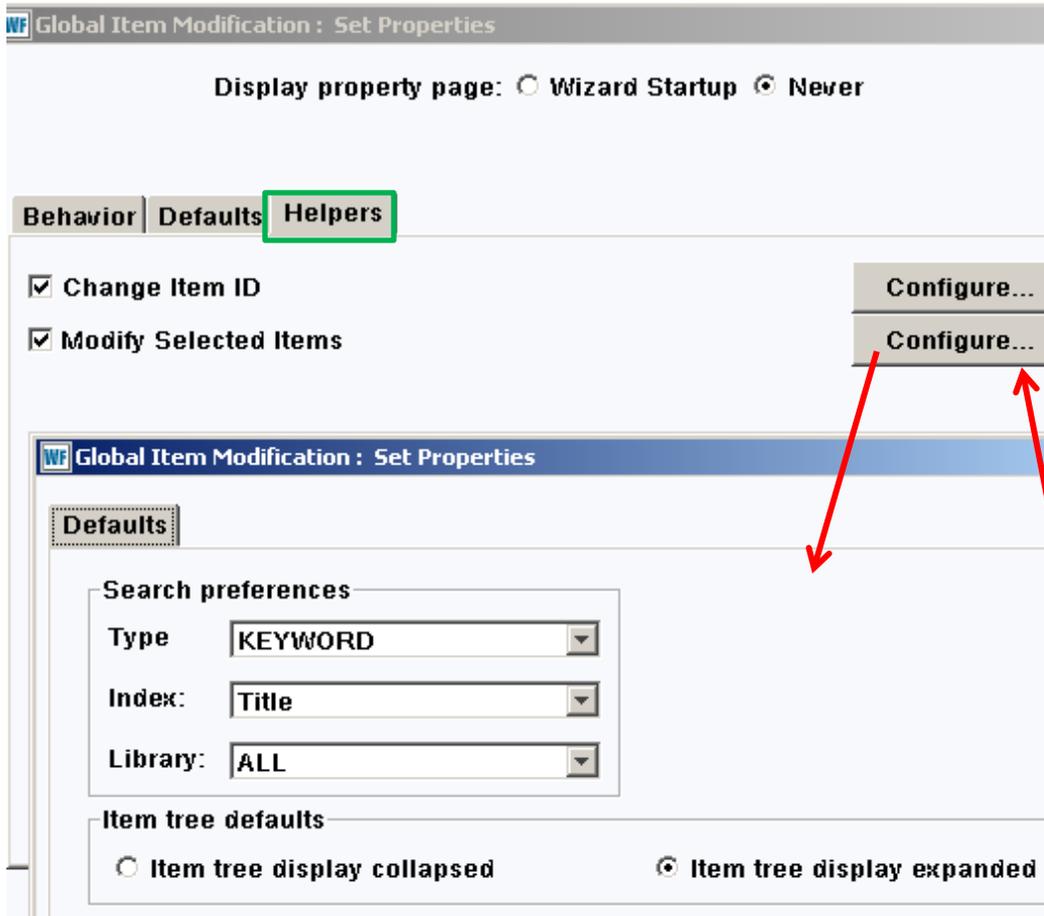
Permanent

Circulate



Cataloging – Item Maintenance
Global Item Modification wizard
Property Settings
Helpers tab

Clicking on the raised bar to configure options to Change Item ID results in the display of an Item Search window
Clicking on the raised bar in this Item Search window results in the display of two additional tabs: Behavior and Defaults as shown above



Cataloging – Item Maintenance
Global Item Modification wizard

Property Settings

Helpers tab

Configure options for *Modify Selected Items*

Item tree display expanded is recommended

New in Java:
the option to configure the Modify Selected Items helper

Add Ordered Items to Catalog : Set Properties

Display property page: Wizard Startup **Never**

Behavior Defaults Helpers

Allow receiving

Allow editing of item barcodes

Transit and Holds Processing:

Make items available at owning library/location; do not trap items to satisfy holds

Make items AVAILABLE_SOON; do not trap or transit items to satisfy holds

Transit items to owning library; do not trap or transit items to satisfy holds

Trap and/or transit items to satisfy holds, make remaining items AVAILABLE_SOON

Trap and/or transit items to satisfy holds, make remaining items in transit to owning library

Label printing

Print labels for items added to the catalog

Automatically

Print preview

Cataloging – Item Maintenance **Add Ordered Items to Catalog wizard**

Property Settings
Behavior tab

For libraries using Acquisitions, this wizard allows the loading of OnOrder items to the bibliographic record

These are the system defaults

*New in Java:
the inclusion of this wizard in the group of Cataloging wizards*

In the C-Client this Acquisitions wizard was called: Link Order Line Holdings to Titles and had only the properties of the Defaults tab

WF Add Ordered Items to Catalog : Set Properties

Display property page: Wizard Startup Never

Behavior **Defaults** Helpers

Search Preferences

Preferred search type:
 Keyword Browse Exact Current

Preferred search index: Title

Item library:

Acquisitions library:

Orderline extended information

Entries to display: FULL

Cataloging – Item Maintenance

Add Ordered Items to Catalog wizard

Property Settings

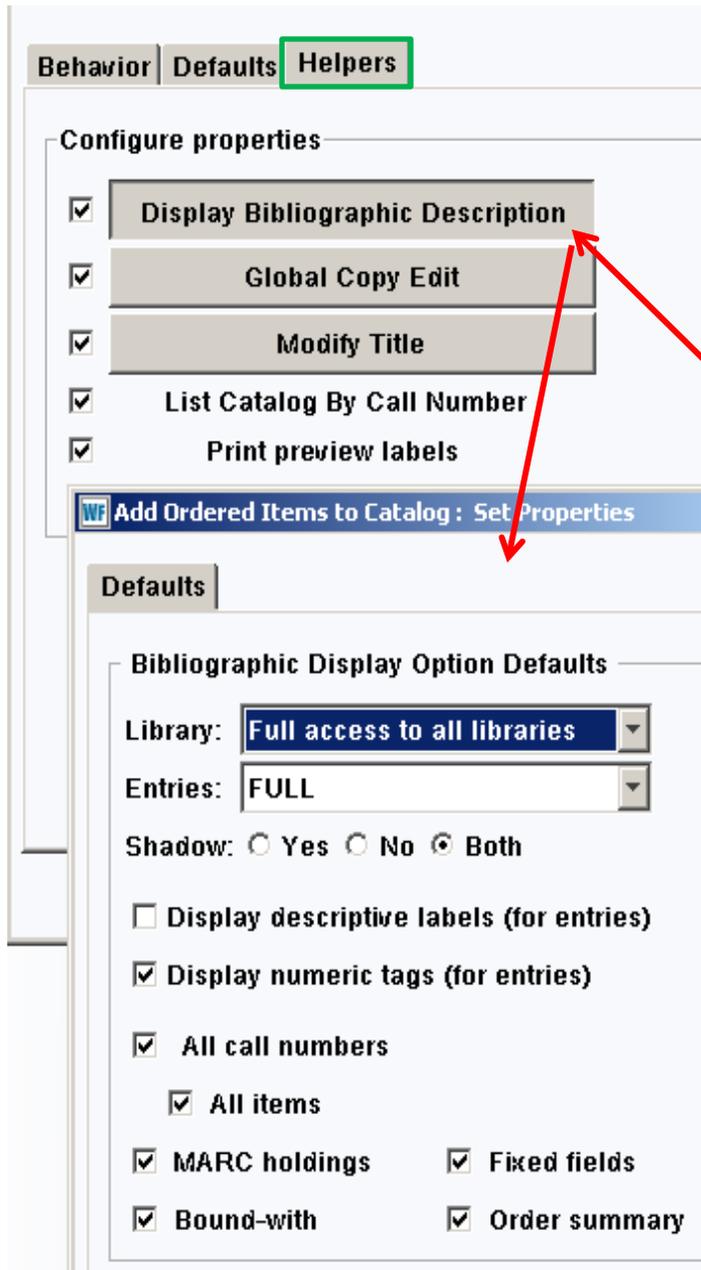
Defaults tab

Select Current as the Preferred search Type and Title and the Preferred search Index

Enter your library for Item library and Acquisitions library

New in Java:
the inclusion of this wizard in the group of Cataloging wizards

In the C-Client this Acquisitions wizard was called: Link Order Line Holdings to Titles and had only the properties of the Defaults tab



Cataloging – Item Maintenance

Add Ordered Items to Catalog wizard

Property Settings

Helpers tab

Click on raised bar to “Display Bibliographic Description”

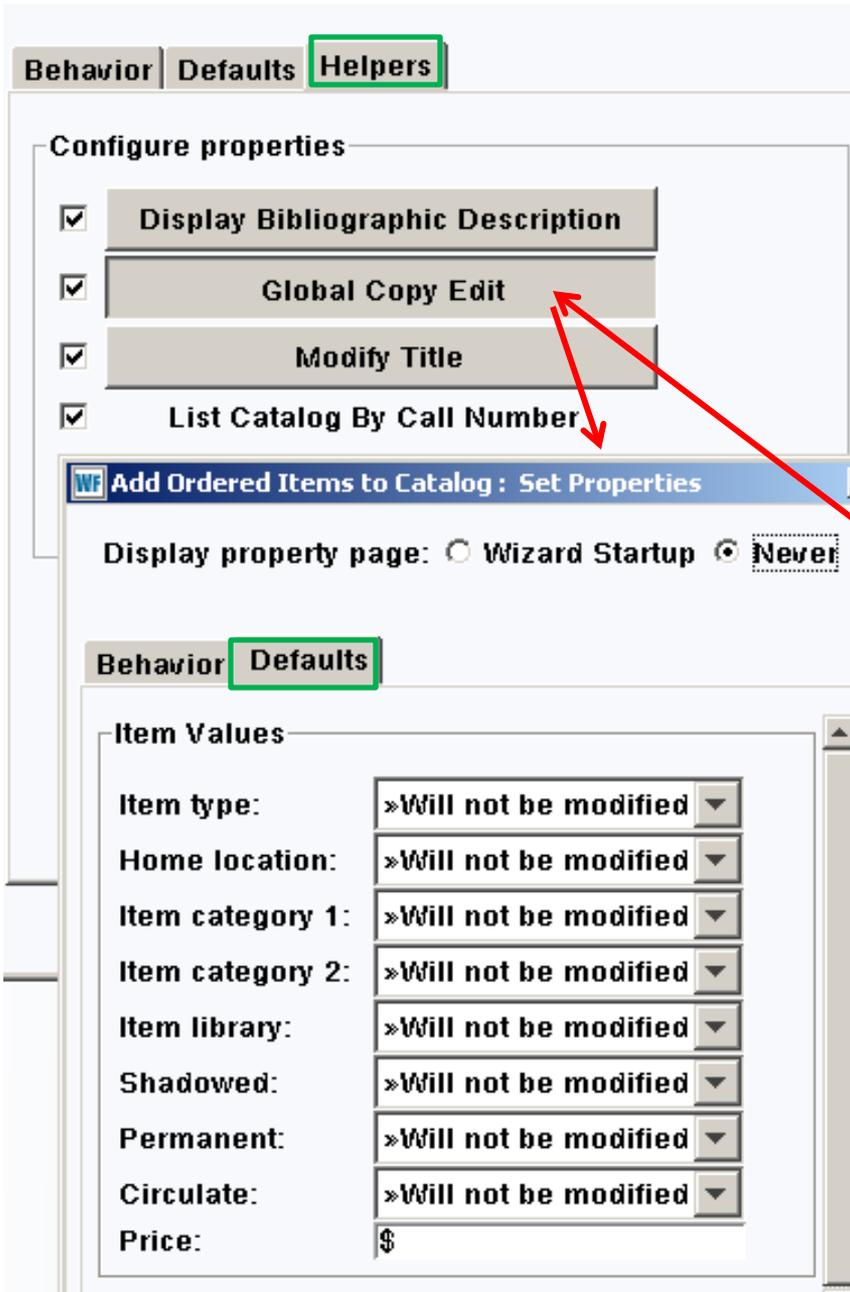
Options for bibliographic description shown on the left

Set options as desired

New in Java:

the inclusion of this wizard in the group of Cataloging wizards

Only the Defaults tab is the same as the wizard in the C-Client called: Link Order Line Holdings to Titles



Cataloging – Item Maintenance
Add Ordered Items to Catalog wizard

Property Settings

Helpers tab

Click on raised bar for “Global Copy Edit”

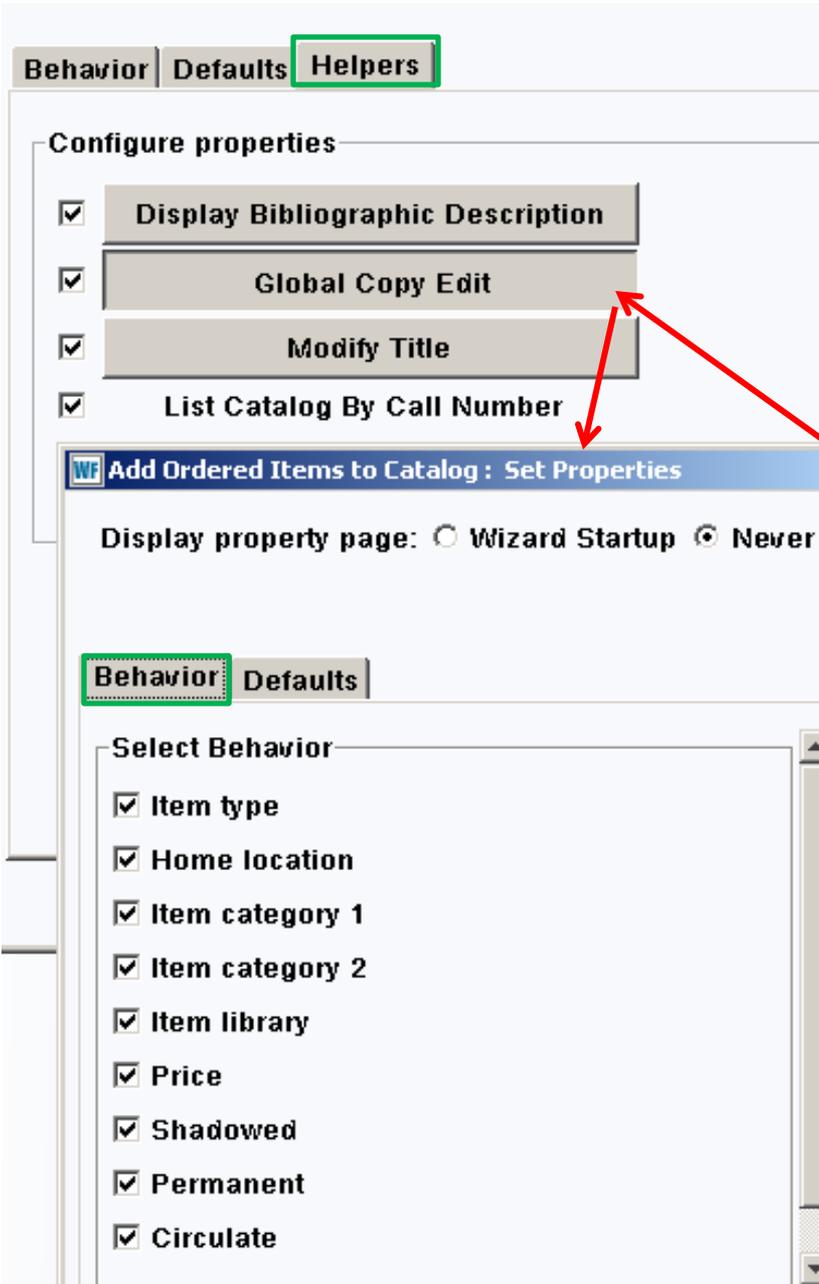
Global copy edit

Defaults tab

These options are the same as those in the
Global Item Modification wizard
Set these options as desired

New in Java:

Helpers tab



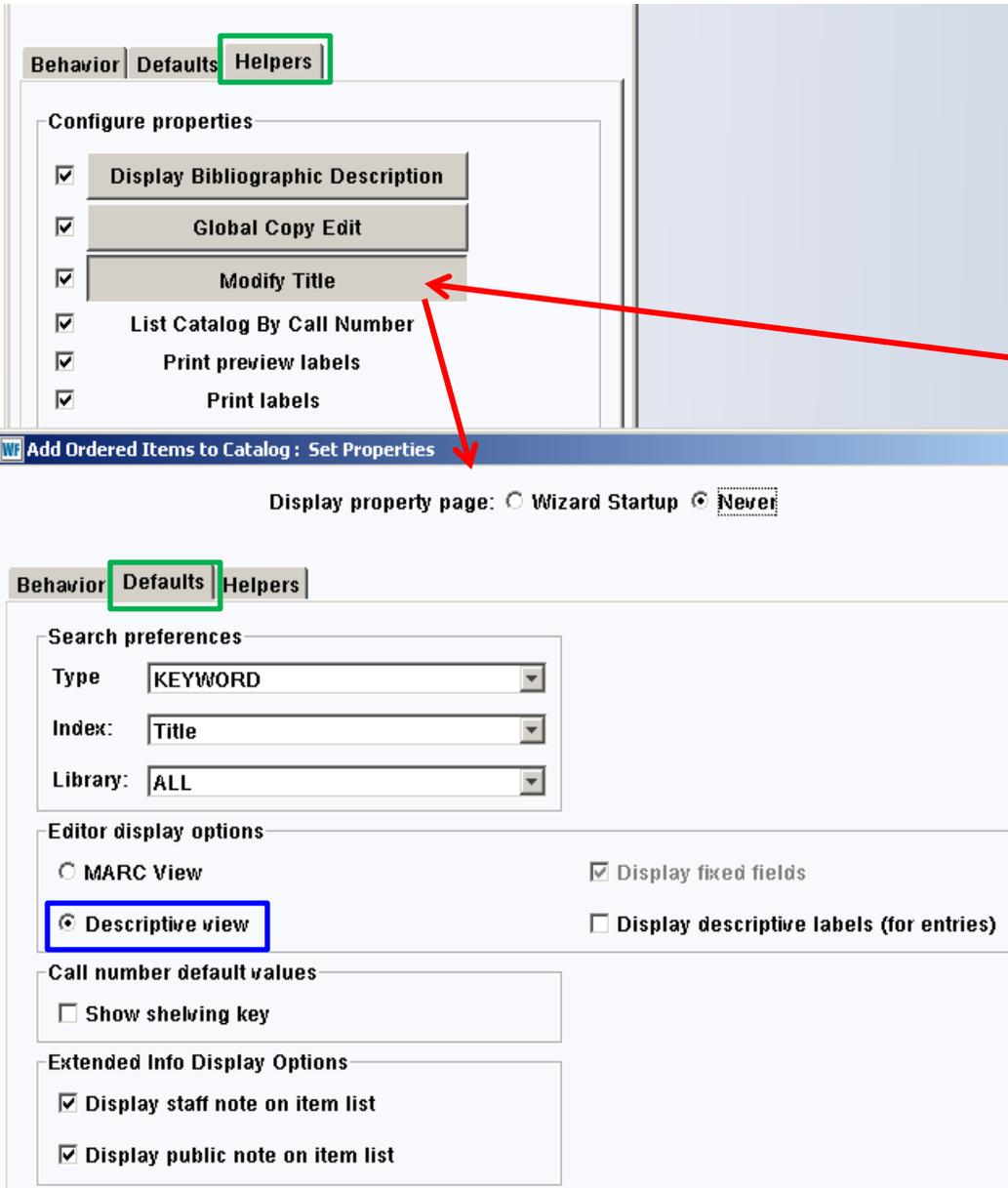
Cataloging – Item Maintenance
Add Ordered Items to Catalog wizard
Property Settings
Helpers tab

“Global Copy Edit”
Behavior tab

These properties are the same as those of
the Global Item Modification wizard

Set these options as desired

New in Java:
Helpers tab



Cataloging – Item Maintenance

Add Ordered Items to Catalog wizard

Property Settings

Helpers tab

Click on raised bar for “Modify Title” options

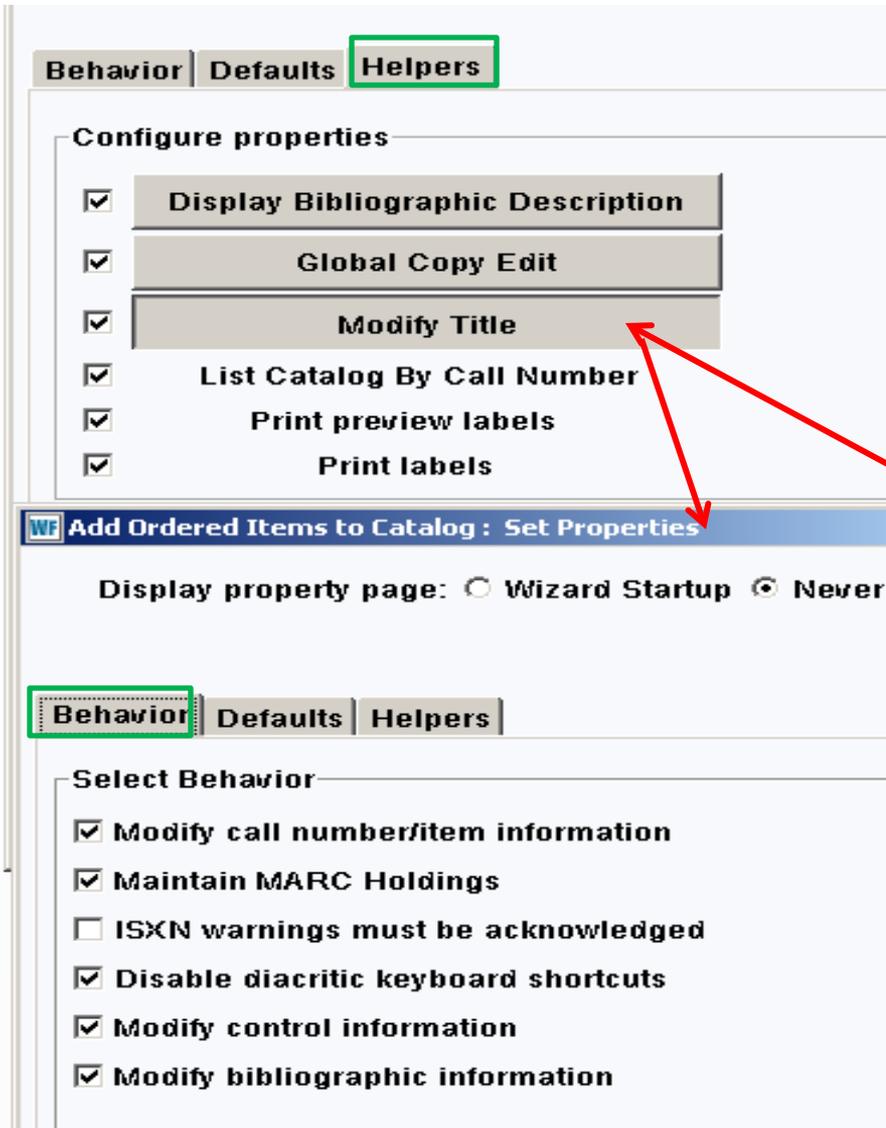
Defaults tab

Set the search options you prefer to use

Set **Descriptive view** to see the fixed field at the top of the window

Display descriptive labels if you want to see tag descriptions and not just tag numbers

New in Java:
Helpers tab



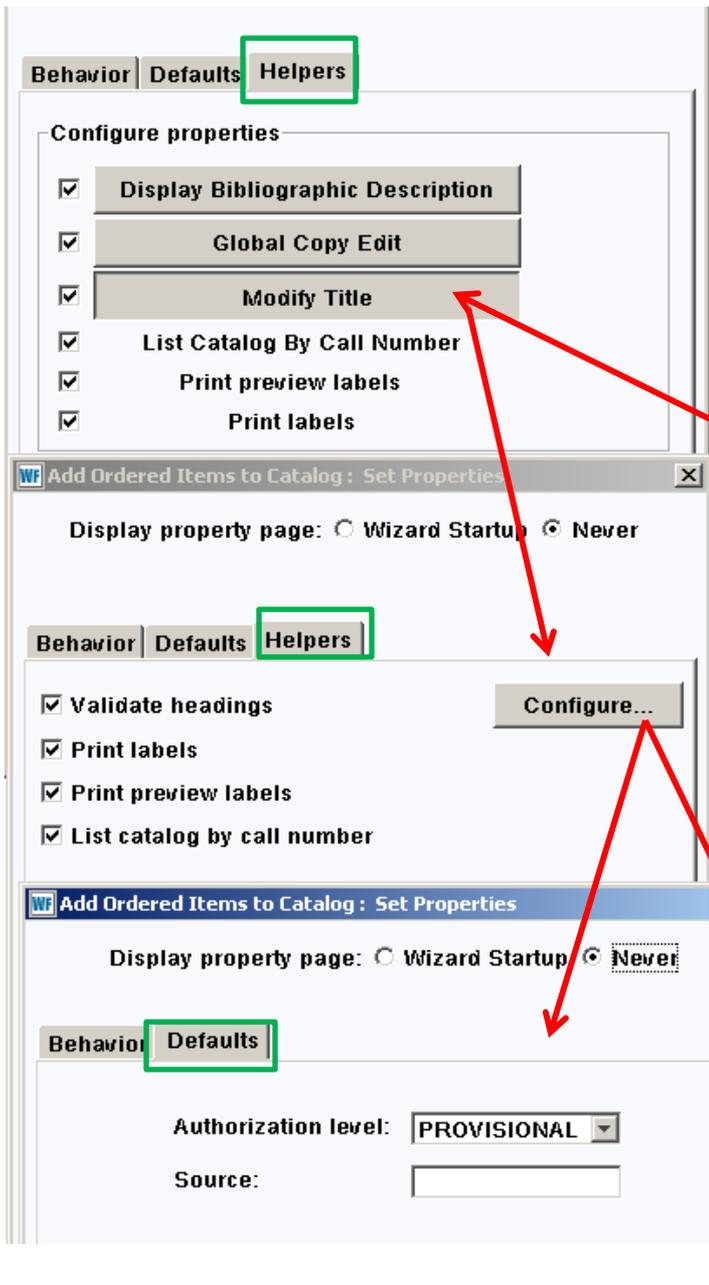
Cataloging – Item Maintenance
Add Ordered Items to Catalog wizard

Property Settings
Helpers tab

“Modify Title”
Behavior tab

Set these defaults as desired

New in Java:
Helpers tab



Cataloging – Item Maintenance

Add Ordered Items to Catalog wizard

Property Settings
Helpers tab

“Modify title”
Helpers tab
Configure Validate headings

Defaults tab sets the options for authority records
Behavior tab sets option to skip unauthorized headings

*New in Java:
Helpers tab*

Behavior **Defaults**

Search preferences

Type: KEYWORD

Index: Title

Library: ALL

Call number default values

Library: WSL

Item tree defaults

Item tree display collapsed Item tree display expanded

Cataloging – Special
Bound-with wizard

Property Settings - Defaults tab

Select search options of your choice
Select item tree display expanded
so you can see barcodes associated
with call numbers

New in Java:
Item tree defaults

Behavior Defaults

Select Behavior

Add call number

Prompt for Library when Adding New Call Number

Property Settings
Behavior tab

Selecting both of these options
results in the display of a call
number helper that enables you to
add a call number with no item
record attached to it

Behavior **Defaults** Helpers

Search preferences

Type: KEYWORD

Index: Title

Library: ALL

Item tree defaults

Item tree display collapsed Item tree display expanded

Cataloging – Special *Transfer Title, Call Numbers or Items wizard*

Property Settings - Defaults tab

New in Java:

Item tree defaults

Select Item tree display collapsed if you want to see just the call numbers or select Item tree display expanded if you want to see the barcodes too

Behavior **Defaults** Helpers

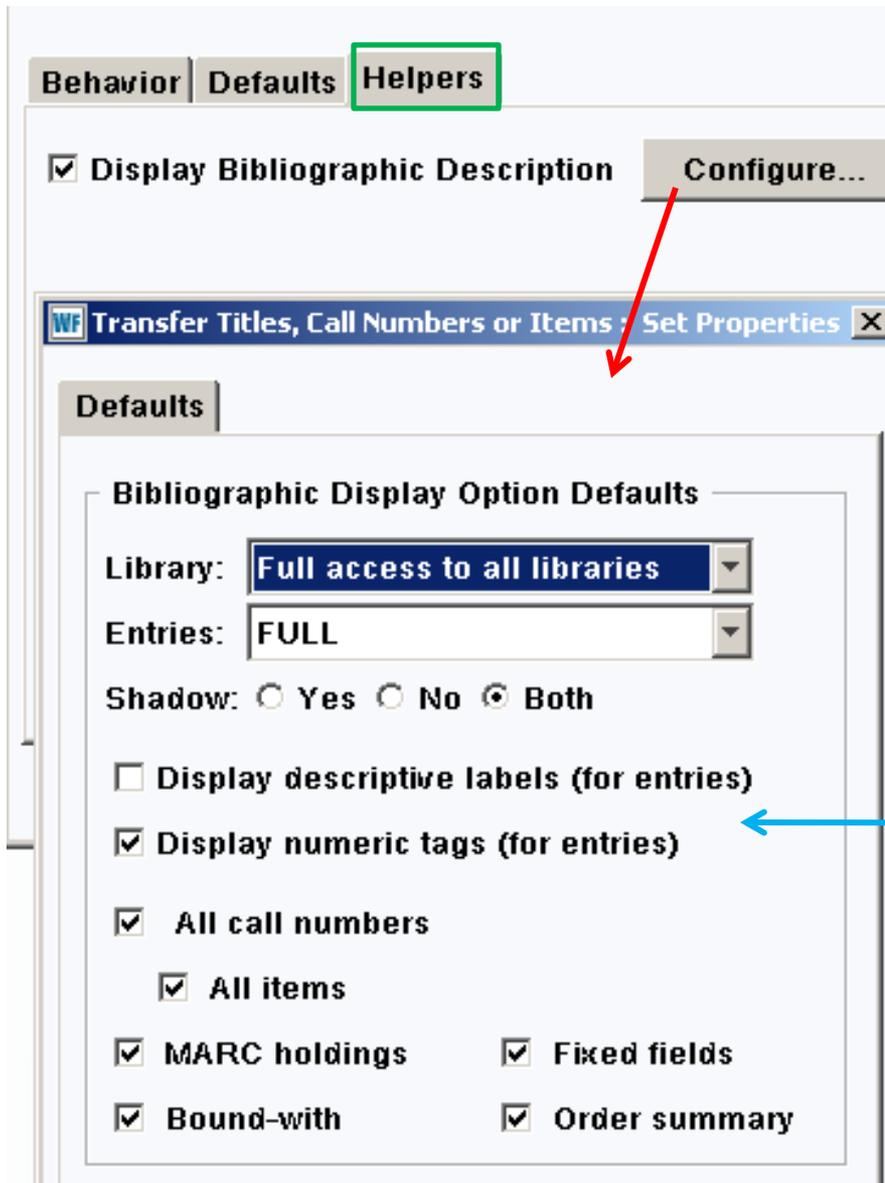
Select Behavior

Allow transfer of all existing call numbers and items in a title:

Prompt for confirmation before transferring all call numbers and items:

Property Settings
Behavior tab

Allows the transfer of all call numbers and items with a prompt to confirm first



Cataloging – Special
***Transfer Titles, Call Numbers or Items
wizard***

Property Settings
Helpers tab

A helper to Display Bibliographic Record
can be found in this wizard; its default
configuration options are displayed at left

New in Java:

Display descriptive labels
Display numeric tags

Behavior **Defaults** Helpers

Search preferences

Index: Title Control #

Review status: APPROVE

Cataloging library: ALL

Editor display options

MARC View New in Java Display fixed fields

Descriptive view Display descriptive labels (for entries)

Cataloging – Special
Review Title wizard
Property Settings
Defaults tab

Review file for records before they
are loaded into WYLD

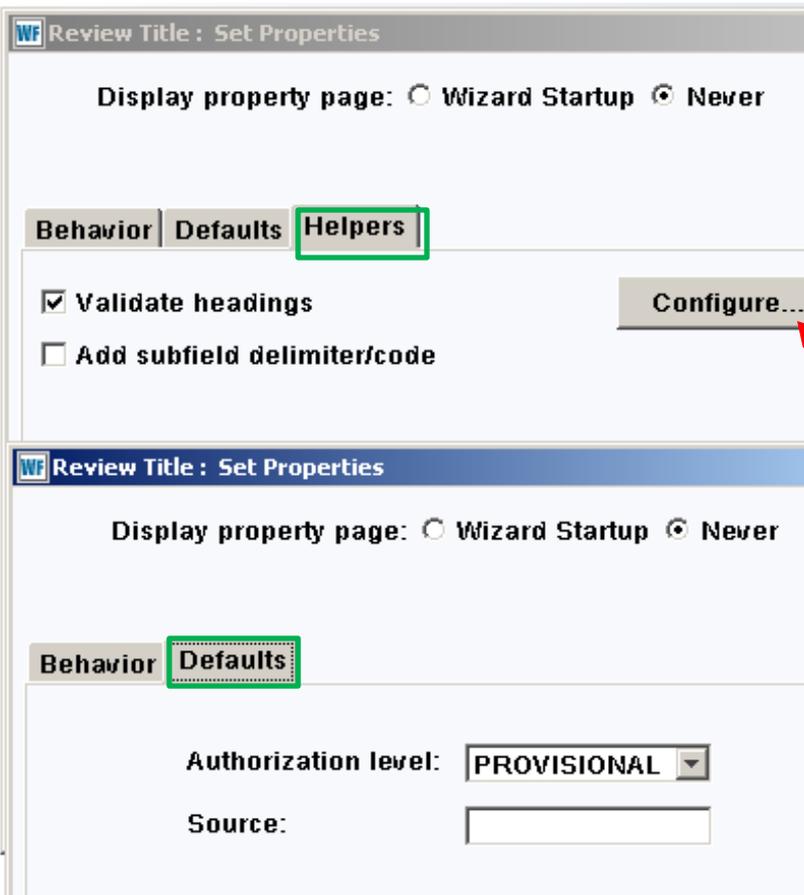
Property Settings
Behavior tab

Behavior Defaults Helpers

Select Behavior

ISXN warnings must be acknowledged

ISXN warning – This is an option to
alert you if the ISSN or the ISBN
in the bib record is incorrect



Cataloging – Special
Review Title wizard
Property Settings
Helpers tab

Click on the raised bar to configure
Validate headings

The option to Validate headings displays
a Defaults tab and a Behavior tab as
shown on the left

