

Cataloging New Items

The screenshot shows the BLS School Library Consortium interface for Elmwood Park Middle/High School. The top navigation bar includes 'Home', 'Dashboard', 'Catalog', 'Circulation', 'Reports', and 'Back Office'. The 'Catalog' tab is highlighted. The left sidebar contains various options, with 'Add Title' circled in red. The main content area features a search bar with 'Books' selected in the dropdown and 'ISBN' selected in the 'with' dropdown. A 'Go' button is located to the right of the search bar. Below the search bar is a 'Library Materials' advertisement. The footer contains copyright information: ©2002-2016 Follett School Solutions, Inc. 14_0_0_AU2 12/28/2016 12:55 PM EST.

Step 1: In the **Catalog** tab under **Add Title** scan the item **ISBN** barcode.

If you get **No Matches** make sure your dropdown is set to **ISBN**.

BELS School Library Consortium Alfred Faust School

Home Dashboard **Catalog** Circulation Reports Back Office

Abacon Log Out Help Community

Messages

Check/Set Sources > Search Results

Library Search
Destiny Quest
Destiny Discover
Digital Resources
Add Title
Resource Lists
Import Titles
Export Titles
Titlewave
Update Titles
Update Copies
Search Setup

How do I... ?

Check Sources Update Z-Sources

Nothing matches? Add the Title

Books with the ISBN "9780374302610"

Titles: 1 - 2 of 2 Sort by Source Go

Gertie's leap to greatness [Details](#)
Beasley, Kate. LCCN: 2015-30871 ISBN: 978-0-374-30261-0
New York : Farrar, Straus and Giroux, 2016. 1st ed., 2016. 249 p.

Gertie's leap to greatness [Details](#)
A+ Beasley, Kate. LCCN: 2015-30871 ISBN: 978-0-374-30261-0
New York : Farrar, Straus and Giroux, 2016. 1st ed., 2016. 249 p. ;

Titles: 1 - 2 of 2

Searching Z-Sources... [Get Z-Results](#)

Find Books with ISBN 9780374302610 [Go](#)

Nothing matches? Add the Title

Looking for titles to support your curriculum? Check out...

Library Materials
Purchase professionally-curated content using the most powerful curriculum support and ordering tool available.
[Visit Titlewave](#)

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Step 2: If your results include a red school house open that title.

The red school house means other BELS libraries have this exact edition and your new item will be included in that group.

***If there are no red school houses, use the record with the A+ symbol.**

BLS School Library Consortium Alfred Faust School

Home Dashboard **Catalog** Circulation Reports Back Office

Abacon Log Out Help Community

Messages

Check/Set Sources > Search Results > "Gertie's leap to greatness"

Library Search
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How do I... ?

Gertie's leap to greatness
Kate Beasley ; illustrations by Jillian Tamaki.

Call #: FIC BEASLEY

There are no local copies of this title.
Off-site copies available: 3 of 3. [See all...](#)

"Gertie is a girl on a mission to be the best fifth grader ever in order to show her estranged mother that Gertie doesn't need her--not one bit!"--Provided by publisher.

Selected List: [My Personal List](#) [Add to This List](#)

Explore! | Publication Info | Additional Info

Add Copies


- Abandoned children [Find It](#)
- Mothers
- Schools [Find It](#)
- Abandoned children -- Fiction. [Find It](#)
- Mothers -- Fiction. [Find It](#)
- Schools -- Fiction. [Find It](#)
- School stories. [Find It](#)
- JUVENILE FICTION / Family / General (see also headings under Social Issues). [Find It](#)




Edit Title
Duplicate It
Add Copies
Update Image
Edit Quiz Info
Site Subjects


Step 3: Click the **Add Copies button.**

If you are using the **A+ record your view will have fewer options.**

BELS School Library Consortium
Alfred Faust School

Home Dashboard **Catalog** Circulation Reports Back Office 


Abacon  Log Out  Help  Community

 Messages


Check/Set Sources > Search Results > "Gertie's leap to greatness" > Add Copies

Library Search
Destiny Quest
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Resource Lists
Import Titles
Export Titles
Titelwave
Update Titles
Update Copies
Search Setup


Gertie's leap to greatness
Author: Beasley, Kate. Call Number from Title [Fic]


Status: Available 


*Number of copies: 1


Starting Barcode 
[Code 39 mod 10, 14 characters total]

Assign next barcode
[Next: 38099001002896]


***Call Number** [f,c] 


Purchase Price 

Circulation Type: Regular 


Date Acquired: 12/28/2016 


* Required Field

Copy Categories 

Notes 

There are no notes for this copy

Volume, Issue, etc.  Description Number

Save Copies  Print labels

Step 4: Scan the **school barcode label** you have affixed to the item.

Step 5: Type in the **Call Number** from the spine label.

Step 6: Add **purchase** value.

Step 7: Click the **Save Copies** button.