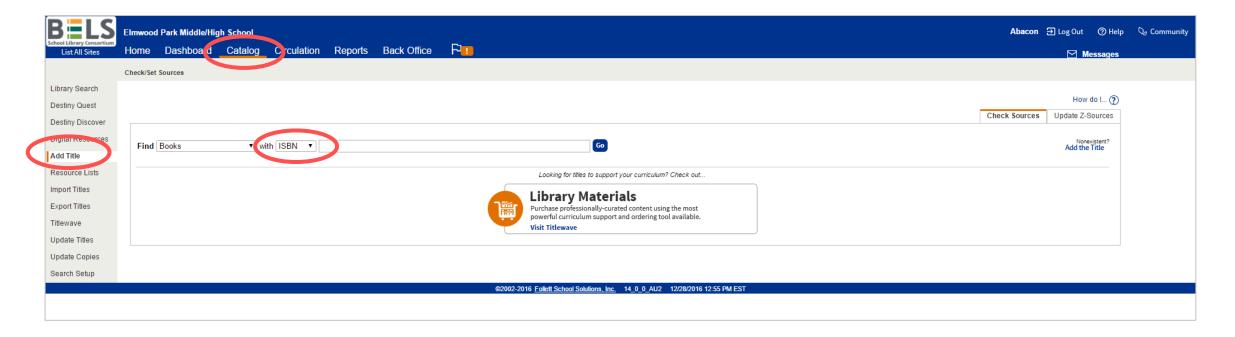
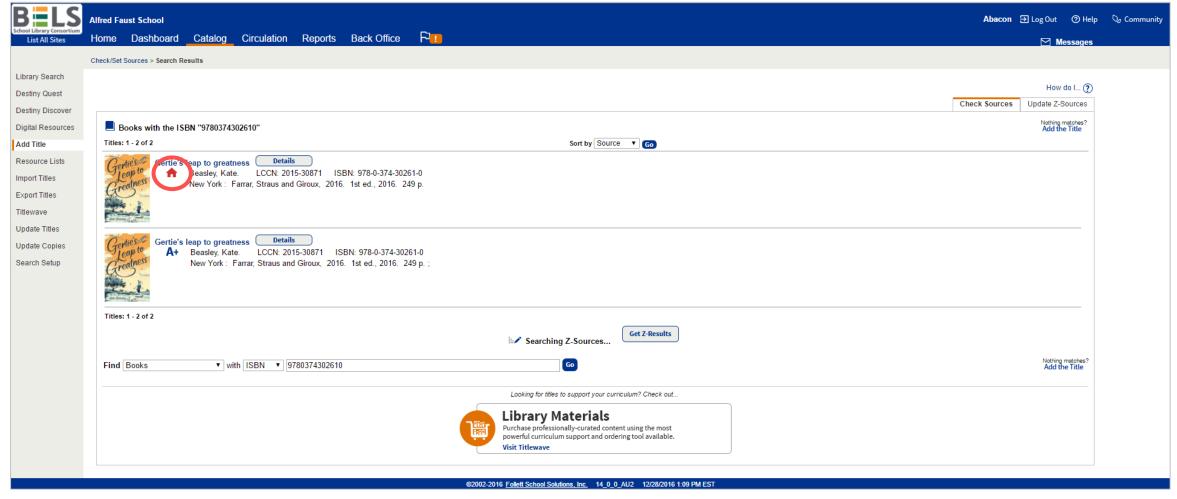
## Cataloging New Items



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

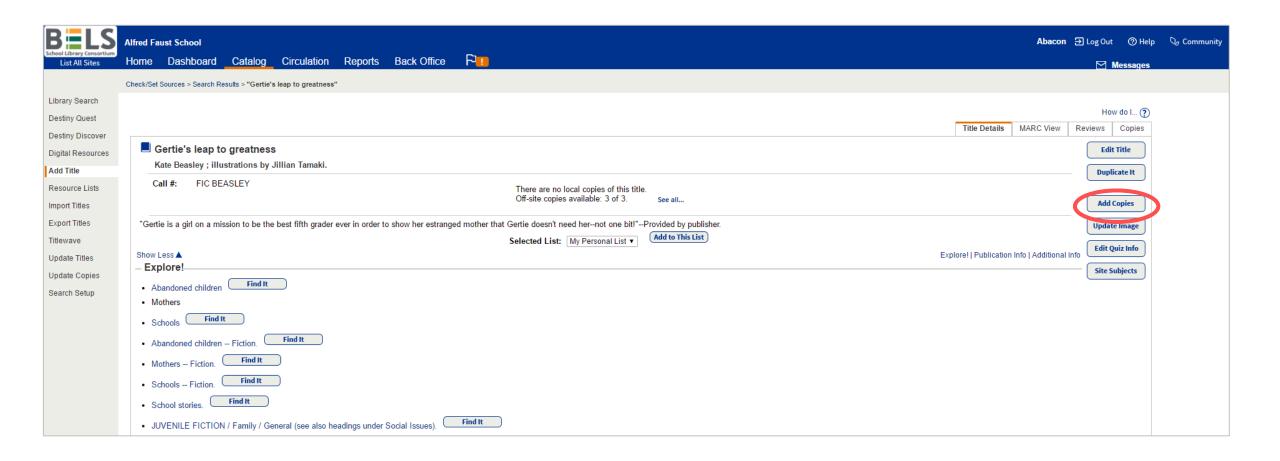
If you get No Matches make sure your dropdown is set to ISBN.



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

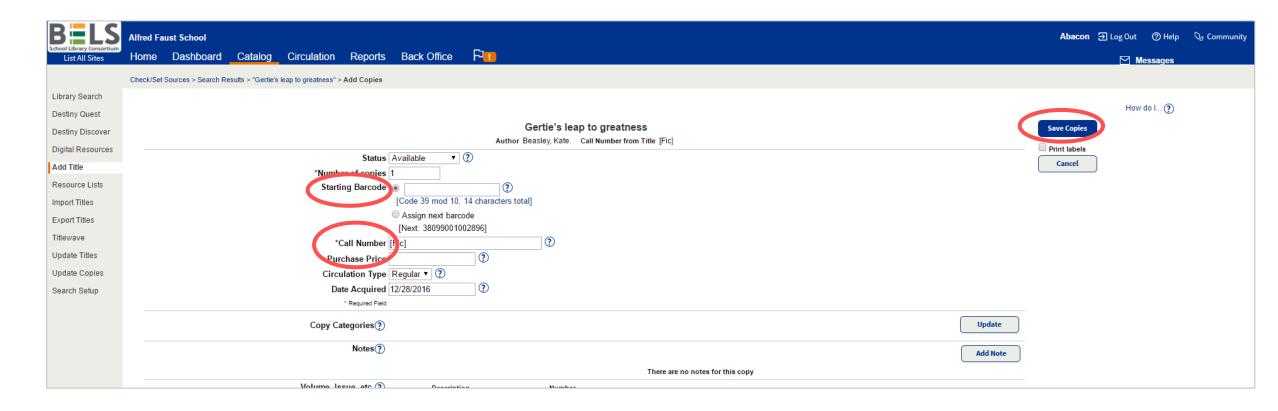
The red school house means other BELS libraries have this exact edition and your new item will be included in that group.

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



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

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



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.**