

## Creating a z.93 KOHA entry

Thank you for volunteering your time to enter the Take Home books into the KOHA system, this will be a great help to the students and staff of Emery School District.

To get started, you need a computer, the school has several options, some of the computers are in use at some times, so we have to be flexible and considerate of the student's needs.

Option1- On the desk in the take home room

User- Pass

Option 2-The mini lab in the library

User- Pass

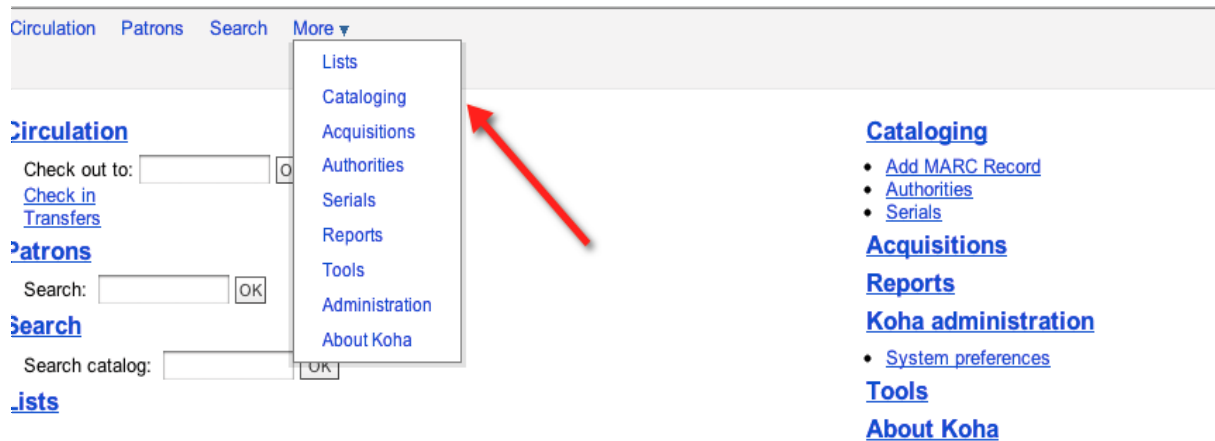
Option 3-The computer lab

User-web Pass-web

Once you are logged into a computer, open a Browser, it can be Chrome, Safari or Firefox enter-<http://seschools.org/?q=koha>

Use the login given to you

1.To open the cataloging page, click on the “**More**” menu and choose “**Cataloging**”



The screenshot shows the KOHA system interface. At the top, there is a navigation bar with links for Circulation, Patrons, Search, and More. The 'More' menu is open, displaying a list of options: Lists, Cataloging, Acquisitions, Authorities, Serials, Reports, Tools, Administration, and About Koha. A red arrow points to the 'Cataloging' option in the menu. On the left side of the page, there are sections for Circulation, Patrons, Search, and Lists, each with a search input field and an 'OK' button. On the right side, there is a sidebar with links for Cataloging, Acquisitions, Reports, Koha administration, Tools, and About Koha. The 'Cataloging' link in the sidebar is highlighted with a blue background.

There will be three types of results that turn up, depending on if the book has been entered by another school.

2. Type the title of the book into the search bar, making sure punctuation and spelling are correct  
If you get no results, then click on the Z.3950 Search button

Search the catalog and the reservoir:

**koha**

[Cataloging Search](#) [Check Out](#)

e > Cataloging

**No results found**  
**Biblios in reservoir**   
None

3. A screen will pop up, click search

Koha > Z39.50 Search Results

isd.sedck12.org:8080/cgi-bin/koha/cataloguing/z3950\_search.pl?title=franklin%20plants%20a%20tree

### Z39.50 Search Points

<b>Title:</b> <input type="text" value="franklin plants a tree"/>	<b>Author:</b> <input type="text"/>
<b>ISBN/ISSN:</b> <input type="text"/>	<b>Subject Heading:</b> <input type="text"/>
<b>LC Call Number:</b> <input type="text"/>	<b>Dewey:</b> <input type="text"/>
<b>Control No.:</b> <input type="text"/>	<b>Standard ID:</b> <input type="text"/>
<b>Raw (any):</b> <input type="text"/>	

**Search targets** [Select All](#) [Clear All](#)

- NEW YORK UNIVERSITY LIBRARIES [bobcat.nyu.edu]
- NEW YORK PUBLIC LIBRARY [catnyp.nypl.org]
- COLUMBIA UNIVERSITY [clio-db.cc.columbia.edu]
- SMITHSONIAN INSTITUTION LIBRARIES [siris-libraries.si.edu]
- LIBRARY OF CONGRESS [z3950.loc.gov]

[Cancel](#)

## Results

Server	Title	Author	Date	Edition	ISBN	LCCN	Preview		
LIBRARY OF CONGRESS	Franklin plants a tree /	Jennings, Sharon.	2001		0439271207	2001281123	<a href="#">MARC</a>	<a href="#">Card</a>	<a href="#">Import</a>
LIBRARY OF CONGRESS	Franklin plants a tree /	Jennings, Sharon.	2001		1550748785		<a href="#">MARC</a>	<a href="#">Card</a>	<a href="#">Import</a>
LIBRARY OF CONGRESS	Franklin.		1999			00576006	<a href="#">MARC</a>	<a href="#">Card</a>	<a href="#">Import</a>
LIBRARY OF CONGRESS	Franklin.		1999			00576007	<a href="#">MARC</a>	<a href="#">Card</a>	<a href="#">Import</a>

There will be several choices here, please choose the one that has the most information, and compare the book when possible. You can click on the "card" to see more details. The first one would be the best choice here.

There may be several choices

4. Click on Import and this will appear, change default to books and click save

1 Add MARC Record

## Add MARC Record

Change framework:

0 1 2 3 4 5 6 7 8 9

000 - LEADER  
01326cam a22003495a 4500

001 - CONTROL NUMBER -  
12610346


005 - DATE AND TIME OF LATEST TRANSACTION -

006 - FIXED-LENGTH DATA ELEMENTS--ADDITIONAL MATERIAL CHARACTERISTICS--GENERAL INFORMATION +-  
007 - PHYSICAL DESCRIPTION FIXED FIELD--GENERAL INFORMATION +-  
008 - FIXED-LENGTH DATA ELEMENTS--GENERAL INFORMATION  
011205s2001 nyua b 000 1 eng

010   - LIBRARY OF CONGRESS CONTROL NUMBER -  
a LC control number 2001281123

020   - ISBN +-  
a International Standard Book Number 0439271207

024   - OTHER STANDARD IDENTIFIER +-  
037   - PUBLICATION, DISTRIBUTION DETAILS--SOURCE OF ACQUISITION +-  
040   - CATALOGING SOURCE -



5. Enter the item information

al
out history
ication log

## Items for Franklin plants a tree / by Jennings, Sharon. (Record #37072)

### Add Item

0 - Withdrawn status	<input type="text"/>
1 - Lost status	<input type="text"/>
2 - Source of classification or shelving scheme	Dewey Decimal Classification
3 - Materials specified (bound volume or other part)	<input type="text"/>
4 - Damaged status	<input type="text"/>
5 - Use restrictions	<input type="text"/>
7 - Not for loan	<input type="text"/>
8 - Collection code	<input type="text"/>
a - Permanent location	North Elementary School
b - Current location	North Elementary School
c - Shelving location	<input type="text"/>
d - Date acquired	<input type="text"/>
e - Source of acquisition	<input type="text"/>
f - Coded location qualifier	<input type="text"/>
g - Cost, normal purchase price	<input type="text"/>
h - Serial Enumeration / chronology	<input type="text"/>
j - Shelving control number	<input type="text"/>
o - Full call number	[E]
p - Barcode	<input type="text"/>
t - Copy number	<input type="text"/>
u - Uniform Resource Identifier	<input type="text"/>
v - Cost, replacement price	<input type="text"/>
w - Price effective from	<input type="text"/>
x - Non-public note	<input type="text"/>
y - Koha item type	Audio Book
z - Public note	<input type="text"/>

Change to the letter on book

Enter the barcode number from label

If there is a price on book enter it, if not, enter 5.00

Change to Take Home Library

Add item   Add & Duplicate   Add Multiple Copies

Click add item for one, Add multiple copies for more than one

Follow the prompts to specify how many copies and add, then attach barcodes to books. Then you are ready to start back at #1!

# Instructions for Reservoir results

1. There are three results shown, please choose the one with the most info and click “add holding”

The screenshot shows the Koha catalog search interface. The search term 'franklin plants a tree' is entered in the search box. Below the search box are buttons for 'Cataloging Search' and 'Check Out'. A red arrow points to the 'Add holdings' link in the first search result.

Search the catalog and the reservoir:

franklin plants a tree

[Cataloging Search](#) [Check Out](#)

e > Cataloging

3 result(s) found in catalog, [3 result\(s\) found in reservoir](#)

Title	Location	preview		
<a href="#">Franklin Plants a Tree</a> Bourgeois Paulette		<a href="#">MARC</a>   <a href="#">Card</a>	<a href="#">Edit biblio</a>	<a href="#">Add holdings</a>
<a href="#">Franklin plants a tree /</a> Jennings, Sharon. - 0439203821 - Scholastic, - 2001 ; New York : - unp. : ; 24 cm.		<a href="#">MARC</a>   <a href="#">Card</a>	<a href="#">Edit biblio</a>	<a href="#">Add holdings</a>
<a href="#">Franklin plants a tree</a> Jennings, Sharon. - 159054692X - Scholastic - 2001 ; New York - [30] p. ; 23 cm.		<a href="#">MARC</a>   <a href="#">Card</a>	<a href="#">Edit biblio</a>	<a href="#">Add holdings</a>

**Biblios in reservoir**

Title	ISBN	Date	Edition	coming from	preview	
Franklin Plants a Tree Bourgeois Paulette				bes71508win.txt	<a href="#">MARC</a>   <a href="#">Card</a>	<a href="#">Add biblio</a>
Franklin plants a tree Jennings, Sharon.	159054692X			north_alex.txt	<a href="#">MARC</a>   <a href="#">Card</a>	<a href="#">Add biblio</a>
Franklin plants a tree / Jennings, Sharon.	0439203821			bes71508win.txt	<a href="#">MARC</a>   <a href="#">Card</a>	<a href="#">Add biblio</a>

2. Repeat step 5 from above.

## Instructions for “biblio in reservoir”

1. Click on the add biblio and refer to #4 from above