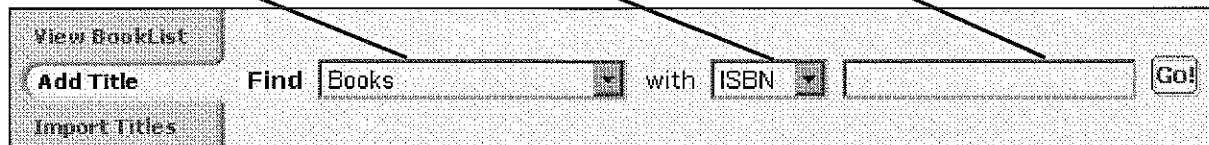Even if you have little or no cataloging experience, the Add Title option in the Catalog
lets you create solid title records and perform other routine cataloging tasks.

Searching for an existing record

Before you create a new title record for an item, you should try to locate the record or verify that it doesn't already exist. From Catalog, open the Add Title page to search for the record you need.

1. Choose the material type.   2. Specify your search type.   3. Enter your search term and click Go!.

> **View BookList**
> **Add Title**   Find |Books ▼| with |ISBN ▼| |_____| |Go!|
> **Import Titles**

Tip: For the easiest search, verify that ISBN is selected in the list and scan the item's ISBN barcode.

Note: If you search by a standard number (ISBN, ISSN, LCCN), you'll get either an exact match or no search results at all.

If you search for a title or author, you may get several records in your search results.

Viewing your search results

🏠 indicates a record that is already in your database.   🎵* indicates a record from Alliance Plus or A/V ACCESS Online.   ✎ indicates a record that comes from a Z-Source.

Skim the search results for the record you need.

- If you find it, click ✎Details to view the record and verify that it is the correct one.

  Tip: To prevent duplicate entries in your database, whenever possible, try to choose a record from your database (🏠).

- If you **don't** find the exact record you're looking for, try to find a similar one that you can adapt to fit the item in hand.

Saving and editing a record

If you find the right record in your database (🏠)...

- Click ✎Details. Then from the Title Details, click 📖Add Copy. Enter the copy barcode and call number and any other information you need, click 💾Save Copy, and you're done!

If you **don't** find the *exact* record you were looking for, you may be able to edit a similar one...

- Click ✎Details and examine the title information to determine its suitability for adapting. If it's a close match, click 📖Duplicate It, make your changes, save the title, and add a copy.

If you find the right record from Alliance Plus or A/V ACCESS Online (🎵*) or a Z-Source (✎)...

- To save the MARC record to your database, click 💾Save Title.

- To save the record *and* add a copy, just click 📖Add Copy. Enter the copy barcode and call number and any other information you need, click 💾Save Copy, and you're done!

If you don't find the exact record you're looking for, try to find a similar one that you can edit...

- After clicking ✎Details, examine the title information to determine its suitability for editing. If you can adapt it, click 💾Save Title, then ✎Edit Title, make your changes, and add a copy.

Creating a new record

If you can't find a matching record, or one that you can adapt, you'll need to create a new title record in **Add Title.**

The first five tabs are ideal for adding uncomplicated records to your database. If you have the book in hand, much of the information you'll need can be found on the title page or the copyright page (usually the back of the title page).

To create a brief record—one that contains only tags 000 through 300—you only need to enter the information on the **Brief Title** tab.

On any of the first five tabs you needn't worry about the ending punctuation for each field. Destiny adds it automatically when you save the record.

As you progress through the fields and tabs, click the ⟦?⟧ icons for additional information.

1. On the search results list, click   Nonexistent?
                                  Add the Title   to open the **Add Title** page.

| ▶Brief Title | Series/Notes | Subjects | Resources | Added Entries | MARC Format |

2. On the **Brief Title** tab, enter the basic information about the item that you're cataloging: title, standard numbers, material type, author, publication information, and physical format.

| Brief Title | ▶Series/Notes | Subjects | Resources | Added Entries | MARC Format |

3. Use the fields on the **Series/Notes** tab to provide your patrons with information about the title's series and volume, and its interest grade level. This information appears in the **Explore!** section of the **Title Details** page in the **Catalog.**
    You can also create general, content, and summary notes. The summary note appears in the top section of **Title Details**. The general and contents notes appear under **Additional Info.**

| Brief Title | Series/Notes | ▶Subjects | Resources | Added Entries | MARC Format |

4. Use the options on the **Subjects** tab to maintain subjects for this title. Subjects help your patrons find titles with a common topic. They appear in the **Explore!** section of **Title Details.**

| Brief Title | Series/Notes | Subjects | ▶Resources | Added Entries | MARC Format |

5. On the **Resources** tab, you can add several links for electronic resources to a record.
    The descriptions appear as live links to the web sites in the **Explore!** section of **Title Details.**
    You can also enter Lexile Measures and Codes for the title here. They appear in the **Additional Info** section of the **Title Details** page.

| Brief Title | Series/Notes | Subjects | Resources | ▶Added Entries | MARC Format |
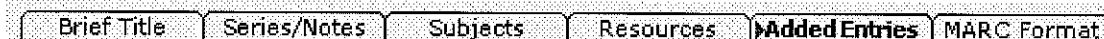
6. On the **Added Entries** tab, enter any personal names (other than the main-entry author) that are associated with the title.
    Also enter any varying form of the title—a parallel, cover, or spine title, among others.

7. Click ⟦ Save Title ⟧ when you are done.

> If your **library** participates in the Accelerated Reader or Reading Counts! programs, you can enter quiz and points information so students can find the books they want.
> After saving the record, just click ⟦Edit Quiz Info⟧ on the **Title Details** page.