Creating a Brief Record – A Guide

Revised May 31, 2024

This guide is available [here](#).

1. Log into WorkFlows using your library's TECH account. If you have been assigned an individual cataloger account, please use that login instead of TECH.

2. Click on the Cataloging module at the top of the screen.

3. Use the Call Number and Item Maintenance wizard to search for a full OCLC or brief bibliographic record for your item.

   Important:
   - If you find a matching record, either full OCLC or brief, already in WorkFlows, attach your item to the record. Please do not create a new brief record.
   - If more than one brief record is created, only one of the records will be replaced (or "overlaid") when the full record is imported into WorkFlows from OCLC. If your record is not overlaid, your holds will not transfer to the full OCLC record.
   - If only a brief record is available, and your library uses OCLC Connexion, search Connexion for a matching record and import it into WorkFlows to overlay the brief record. Contact help@rsanfp.org if the brief record is not overlaid.
   - If there is no matching record for your item in WorkFlows or OCLC Connexion (if your library uses Connexion), create a brief record. Continue to step 4 below.

4. In the Cataloging module, from the Titles group on the left side of the screen, open the Add Title wizard. If a pop-up box appears, warning you that call number information cannot be modified for your library, try the steps below (you should only need to do these steps once):
   a. Close the pop-up box with the warning.
   b. Put your mouse cursor over the Add Title wizard and *right* click.
   c. Select Properties.
   d. Once the properties box opens, check the entries template menu to ensure TEMPLATE is selected.
   e. Click OK to close the Properties box.
   f. *Left* click to reopen the Add Title wizard. The pop-up box with the warning should not appear.

5. On the Bibliographic tab, fill in the following information under "Contents":

a. ISBN (020): Enter the 13-digit ISBN if the item has more than one ISBN. If the item only has a 10-digit ISBN, enter it. Do not use hyphens or spaces.

If the item is a book, book on CD, Playaway, Vox, or Wonderbook, and both an ISBN and UPC appear on the item, prefer the ISBN. Enter the ISBN in the 020 field. No need to enter the UPC in the 024 field.

Examples:

ISBN	020	9780355398754
ISBN	020	9791027601387
ISBN	020	1338784854

b. ISSN (022): Enter the 8-digit ISSN if the item has one. Use a hyphen between the fourth and fifth digits.

Examples:

| ISSN | 022 | 0032-4558 |
| ISSN | 022 | 0272-961X |

c. UPC (024): Enter the 12-digit UPC if the item has one. Do not use hyphens or spaces.

If the item is a Blu-ray, DVD, or music CD, and both an ISBN and UPC appear on the item, prefer the UPC. Enter the UPC in the 024 field. No need to enter the ISBN in the 020 field.

If the item is a purchased binge box with a single UPC, but an ISBN also appears on the item, prefer the UPC. Enter the UPC in the 024 field. No need to enter the ISBN in the 020 field.

Examples:

| Standard identifier# | 024 | 826150208925 |
| Standard identifier# | 024 | 191329208410 |

d. Author (100): Enter the author's name in ALL CAPS in the LASTNAME, FIRSTNAME format.

Examples:

| Personal Author | 100 | 1 | DICKENS, CHARLES |
| Personal Author | 100 | 1 | LE GUEN, SANDRA |

If UNAUTHORIZED automatically appears after the author's name in the 100 field, there is no authority record in WorkFlows to control that name to the authorized form found in the Library of Congress authority file. No need to report the unauthorized heading to the RSA Help Desk. The unauthorized name will continue to be searchable in WorkFlows and the RSAcat.

> Example:
>
> Personal Author 100   1   COX, CHARLY|?UNAUTHORIZED

e. Title (245): **_Required_** for all brief records. Backspace the auto-generated **Required Field** text. Type the title in ALL CAPS. Include initial articles (such as a, an, the), as well as first and second indicators, to ensure the record is fully searchable in the RSAcat.

- Example for a title that begins with "The" and _has_ an author:

  Title   245   14   THE HELP

- Example for a title that begins with "The" and does _not_ have an author:

  Title   245   04   THE HELP

- Example for a title that begins with "A" and _has_ an author:

  Title   245   12   A DANCE WITH DRAGONS

- Example for a title that begins with "A" and does _not_ have an author:

  Title   245   02   A DANCE WITH DRAGONS

- Example for a title that begins with "An" and _has_ an author:

  Title   245   13   AN APPLE A DAY

- Example for a title that begins with "An" and does _not_ have an author:

  Title   245   03   AN APPLE A DAY

- Example for a title that does not begin with "A," "An," or "The" and _has_ an author:

  Title   245   10   LEAVE NO SCONE UNTURNED

- Example for a title that does not begin with "A," "An," or "The" and does _not_ have an author:

  Title   245   00   LEAVE NO SCONE UNTURNED

f. General Note (500): This field is optional. Use it to enter information about the item that is helpful for the patron to know, such as (but not limited to) the pieces in a kit or game, large print, series information, abridged versus unabridged, DVD versus Blu-ray, wide screen versus full screen, playing or listening time, or a movie rating. See the appendix of this document for examples of brief records with 500 fields. No need to enter the general note in ALL CAPS.

g. Cataloger Email (592): Backspace the auto-generated **Required Field** text. Type your preferred email address in this field. No need to enter the email address in ALL CAPS. When RSA is ready to contact you for the item to be cataloged on an OCLC record, we will know the best way to contact you based on what you enter in the 592 field.

If the item (e.g., puzzle, equipment, or toy) cataloged on the brief record should stay cataloged on that record and not be upgraded to an OCLC record, backspace the auto-generated **Required Field** text in the 592 field. Type "leave as brief" into the 592 field (but without quotation marks). "Leave as brief" will tell RSA to leave the item as-is on the brief record and not place a copy-level hold to upgrade it to an OCLC record.

h. Held by (596): Leave this field blank. Your library's WorkFlows code will automatically be entered into this field as the record is indexed.

6. On the Control tab, edit the title control number.
    a. If the item has an ISBN, enter a lower case i followed by the ISBN. Use the 13 digit ISBN if the item has more than one ISBN. If the item only has a 10-digit ISBN, enter a lower case i followed by the ISBN. Do not use hyphens or spaces.

    If the item is a book, book on CD, Playaway, Vox, or Wonderbook, and both an ISBN and UPC appear on the item, prefer the ISBN. Enter the ISBN as the title control number beginning with i

Examples:

Title control number:	i9780355398754
Title control number:	i9791027601387
Title control number:	i1338784854

    b. If the item has an ISSN, enter a lower case s followed by the ISSN, including its hyphen.

Examples:

| Title control number: | s0032-4558 |
| Title control number: | s0272-961X |

   c. If the item has a UPC, enter an upper case U followed by the UPC. Do not use hyphens or spaces.

     If the item is a Blu-ray, DVD, or music CD, and both an ISBN and UPC appear on the item, prefer the UPC. Enter the UPC as the title control number beginning with U

     If the item is a purchased binge box with a single UPC, but an ISBN also appears on the item, prefer the UPC. Enter the UPC as the title control number beginning with U

     Examples:

| Title control number: | U826150208925 |
| Title control number: | U191329208410 |

   d. If the item does not have an ISBN, ISSN, or UPC, leave the SirsiDynix auto-generated title control number as-is that begins with an 'a' (e.g., a16578) in the title control number field.

     Example:

| Title control number: | a2251125 |

7. On the Call Number/Item tab, enter your item's information, including its call number, item ID, item type, home location, item categories, price, and notes (if necessary). Remember that assigning item categories 1, 2, and 3 is required, item category 4 is recommended, and item category 5 is optional.

8. Click the Save button at the bottom.

   Important:
   - Always use the close button at the bottom of the screen to shut the brief record.
   - After a brief record is saved, and the brief record screen is closed, you are unable to edit the brief record's ISBN, ISSN, UPC, author, title, general note, cataloger email address, or title control number. Please report mistakes on brief records to help@rsanfp.org.

Appendix: Example Brief Records

Contents

Audio-Enabled Book (Wonderbook, Vox)

SPLAT THE CAT AND THE DUCK WITH NO QUACK / SCOTTON, ROB

Control | **Bibliographic** | MARC Holdings | Call Number/Item | Bound-with | Orders | Serials Ctrl | Selections

Shadow title: N

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl		
Desc		Entrd	220617	Dat_Tp	n	Date1		
Date2		Ctry		Illus		Audience		
Repr		Cont		GovtPub		ConfPub	0	
Festschr	0	Indx	0	Fiction	0	Biog		
Lang	eng	Mod_Rec		Source	u			

Label	Tag	Ind.	Contents
ISBN	020		9781667076645
Personal Author	100	1	SCOTTON, ROB
Title	245	10	SPLAT THE CAT AND THE DUCK WITH NO QUACK
General Note	500		Wonderbook
Cataloger Emailer	592		erica.laughlin@gmail.com

Type your email address

SPLAT THE CAT AND THE DUCK WITH NO QUACK / SCOTTON, ROB

Control | Bibliographic | MARC Holdings | Call Number/Item | Bound-with

Basic title information

Title control number:	i9781667076645
Catalog key:	2250006
Record format:	BRIEF
Number of volumes:	1

Title creation

Created by:	ADMIN
Date cataloged:	NEVER
Date created:	6/17/2022

Title modification

Modified by:	ADMIN
Date modified:	6/17/2022
Previously modified by:	

Binge Box

BINGE BOX : DISNEY PRINCESSES. VOL. 1 : MULAN, PRINCESS AND THE FROG, SNOW WHITE AND THE SEVEN DWARFS, LITTLE MERMAID : ARIEL'S BEGINNING

Control Bibliographic MARC Holdings Call Number/Item Bound-with Orders Serials Ctrl Selections

Shadow title: N

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	220617	Dat_Tp	n	Date1	
Date2		Ctry		Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	u		

Label	Tag	Ind.	Contents
Title	245	00	BINGE BOX : DISNEY PRINCESSES. VOL. 1 : MULAN, PRINCESS AND THE FROG, SNOW WHITE AND THE SEVEN DWARFS, LITTLE MERMAID : ARIEL'S BEGINNING
General Note	500		Created by Morton PLD. DVD. Rated G. About 6 hours.
Cataloger Emailer	592		erica.laughlin@gmail.com

Type your email address

Enter the specific movie titles included in the binge box into the 245 field after the name of the overall binge box. Entering the titles in the 245 field ensures they are fully searchable in WorkFlows and the RSAcat.

BINGE BOX : DISNEY PRINCESSES. VOL. 1 : MULAN, PRINCESS AND THE FROG, SNOW WHITE AND THE SEVEN DWARFS, LITTLE MERMAID : ARIEL'S BEGINNING

Control Bibliographic MARC Holdings Call Number/Item Bound-with

Basic title information

Title control number:	a2250004
Catalog key:	2250004
Record format:	BRIEF
Number of volumes:	1

Title creation

Created by:	ADMIN
Date cataloged:	NEVER
Date created:	6/17/2022

Title modification

Modified by:	ADMIN
Date modified:	6/17/2022
Previously modified by:	ADMIN

Blu-ray

TROLLS WORLD TOUR

Control | Bibliographic | MARC Holdings | Call Number/Item | Bound-with | Orders | Serials Ctrl | Selections

Shadow title: N

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	220617	Dat_Tp	n	Date1	
Date2		Ctry		Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	u		

Label	Tag	Ind.	Contents
Standard identifier#	024		191329125557
Title	245	00	TROLLS WORLD TOUR
General Note	500		Wide screen. Blu-ray. Rated PG. About 1 hour, 30 minutes.
Cataloger Emailer	592		erica.laughlin@gmail.com

Type your email address

TROLLS WORLD TOUR

Control | Bibliographic | MARC Holdings | Call Number/Item

Basic title information

Title control number:	U191329125557
Catalog key:	2250008
Record format:	BRIEF
Number of volumes:	1

Title creation

Created by:	ADMIN
Date cataloged:	NEVER
Date created:	6/17/2022

Blu-ray Only from Blu-ray + DVD Combo Pack

TOY STORY 4

| Control | Bibliographic | MARC Holdings | Call Number/Item | Bound-with | Orders | Serials Ctrl | Selections |

Shadow title: N

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	230804	Dat_Tp	n	Date1	
Date2		Ctry		Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	u		

.. Label	Tag	Ind.	Contents
UPC	024	1	786936863376
Title	245	00	TOY STORY 4
General Note	500		Originally from a Blu-ray + DVD combo pack. Blu-ray only. Widescreen. About 100 minutes. Rated G.
Cataloger Email	592		erica.laughlin@gmail.com

Type your email address

Enter the UPC into the 024 on the brief record. The UPC is usually found on the back of the container. Leave the auto-generated title control number beginning with "a" on the Control tab as-is. Entering the UPC in the title control number will cause the brief record to be replaced by the OCLC record that describes the Blu-ray + DVD combo pack, not the Blu-ray only.

TOY STORY 4

| Control | Bibliographic | MARC Holdings | Call Number/Item |

Basic title information

Title control number:	a2253570
Catalog key:	2253570
Record format:	BRIEF
Number of volumes:	1

Title creation

Created by:	ADMIN
Date cataloged:	NEVER
Date created:	7/12/2022

Book

THE ONE AND ONLY SPARKELLA MAKES A PLAN / TATUM, CHANNING

Control | **Bibliographic** | MARC Holdings | Call Number/Item | Bound-with | Orders | Serials Ctrl | Selections

Shadow title: N

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	220617	Dat_Tp	n	Date1	
Date2		Ctry		Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	u		

Label	Tag	Ind.	Contents
ISBN	020		9781250750761
Personal Author	100	1	TATUM, CHANNING
Title	245	14	THE ONE AND ONLY SPARKELLA MAKES A PLAN
Cataloger Emailer	592		erica.laughlin@gmail.com

Type your email address

THE ONE AND ONLY SPARKELLA MAKES A PLAN / TATUM, CHANNING

Control | Bibliographic | MARC Holdings | Call Number/Item

Basic title information

Title control number: **i9781250750761**

Catalog key: 2250011

Record format: BRIEF

Number of volumes: 1

Title creation

Created by: ADMIN

Date cataloged: NEVER

Date created: 6/17/2022

Book on CD

SUNLIGHT ON THE SNOW LEOPARD / OSBORNE, MARY POPE

Control | Bibliographic | MARC Holdings | Call Number/Item | Bound-with | Orders | Serials Ctrl | Selections

Shadow title: N

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	220617	Dat_Tp	n	Date1	
Date2		Ctry		Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	u		

	Label	Tag	Ind.	Contents
	ISBN	020		9780593556177
	Personal Author	100	1	OSBORNE, MARY POPE
	Title	245	10	SUNLIGHT ON THE SNOW LEOPARD
	General Note	500		Book on CD. Unabridged. About 60 minutes. Magic Tree House #36.
	Cataloger Emailer	592		erica.laughlin@gmail.com

Type your email address

SUNLIGHT ON THE SNOW LEOPARD / OSBORNE, MARY POPE

Control | Bibliographic | MARC Holdings | Call Number/Item

Basic title information

Title control number:	i9780593556177
Catalog key:	2250012
Record format:	BRIEF
Number of volumes:	1

Title creation

Created by:	ADMIN
Date cataloged:	NEVER
Date created:	6/17/2022

Book with Library Binding ISBN
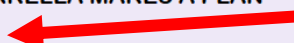
KATIE THE CATSITTER / VENABLE, COLLEEN A.F.

Control | Bibliographic | MARC Holdings | Call Number/Item | Bound-with | Orders | Serials Ctrl | Selections

Shadow title: N

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	230804	Dat_Tp	n	Date1	
Date2		Ctry		Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	u		

..	Label	Tag	Ind.	Contents
	ISBN	020		9780593306321
	Personal Author	100	1	VENABLE, COLLEEN A.F. |?UNAUTHORIZED
	Title	245	10	KATIE THE CATSITTER
	General Note	500		Katie the Catsitter series. Graphic novel.
	Cataloger Email	592		erica.laughlin@gmail.com

Enter the ISBN for the paperback or hardcover version of the book into the 020 and title control number fields on the brief record. The paperback or hardcover ISBN is found on the book's title page verso. Email help@rsanfp.org to ask RSA to add the library binding ISBN to the brief record. The library binding ISBN is often found on the book's back cover.

Type your email address

KATIE THE CATSITTER / VENABLE, COLLEEN A.F.

Control | Bibliographic | MARC Holdings | Call Number/Item

Basic title information

Title control number:	i9780593306321
Catalog key:	2251662
Record format:	BRIEF
Number of volumes:	1

Title creation

Created by:	ADMIN
Date cataloged:	NEVER
Date created:	6/30/2022

DVD

FISH SCHOOL JUNIOR : LEARNING SEA ANIMALS

Control | Bibliographic | MARC Holdings | Call Number/Item | Bound-with | Orders | Serials Ctrl | Selections

Shadow title: N

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	220617	Dat_Tp	n	Date1	
Date2		Ctry		Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	u		

Label	Tag	Ind.	Contents
Standard identifier#	024		810037855203
Title	245	00	FISH SCHOOL JUNIOR : LEARNING SEA ANIMALS
General Note	500		Widescreen. DVD. About 30 minutes.
Cataloger Emailer	592		erica.laughlin@gmail.com

Type your email address

FISH SCHOOL JUNIOR : LEARNING SEA ANIMALS

Control | Bibliographic | MARC Holdings | Call Number/Item

Basic title information

Title control number:	U810037855203
Catalog key:	2250013
Record format:	BRIEF
Number of volumes:	1

Title creation

Created by:	ADMIN
Date cataloged:	NEVER
Date created:	6/17/2022

DVD Only from Blu-ray + DVD Combo Pack

TOY STORY 4

Control **Bibliographic** MARC Holdings Call Number/Item Bound-with Orders Serials Ctrl Selections

Shadow title: N

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	230804	Dat_Tp	n	Date1	
Date2		Ctry		Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	u		

.. Label	Tag	Ind.	Contents
UPC	024	1	786936863376
Title	245	00	TOY STORY 4
General Note	500		Originally from a Blu-ray + DVD combo pack. DVD only. Widescreen. About 100 minutes. Rated G.
Cataloger Email	592		erica.laughlin@gmail.com

Type your email address

Enter the UPC into the 024 on the brief record. The UPC is usually found on the back of the container. Leave the auto-generated title control number beginning with "a" on the Control tab as-is. Entering the UPC in the title control number will cause the brief record to be replaced by the OCLC record that describes the Blu-ray + DVD combo pack, not the DVD only.

TOY STORY 4

Control Bibliographic MARC Holdings Call Number/Item

Basic title information

Title control number:	a2252898
Catalog key:	2252898
Record format:	BRIEF
Number of volumes:	1

Title creation

Created by:	ADMIN
Date cataloged:	NEVER
Date created:	7/8/2022

Game

CANDY LAND : THE CLASSIC GAME OF SWEET ADVENTURES!

Control | **Bibliographic** | MARC Holdings | Call Number/Item | Bound-with | Orders | Serials Ctrl | Selections

Shadow title: N

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	220617	Dat_Tp	n	Date1	
Date2		Ctry		Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	u		

Label	Tag	Ind.	Contents
Standard identifier#	024		630509312399
Title	245	00	CANDY LAND : THE CLASSIC GAME OF SWEET ADVENTURES!
General Note	500		Board game. 2-3 players. For ages 3 and up.
Cataloger Emailer	592		erica.laughlin@gmail.com

Type your email address

CANDY LAND : THE CLASSIC GAME OF SWEET ADVENTURES!

Control | Bibliographic | MARC Holdings | Call Number/Item

Basic title information

Title control number:	U630509312399
Catalog key:	2250047
Record format:	BRIEF
Number of volumes:	1

Title creation

Created by:	ADMIN
Date cataloged:	NEVER
Date created:	6/17/2022

Item without an ISBN

THE ONE AND ONLY SPARKELLA MAKES A PLAN / TATUM, CHANNING

| Control | Bibliographic | MARC Holdings | Call Number/Item | Bound-with | Orders | Serials Ctrl | Selections |

Shadow title: N

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	240226	Dat_Tp	n	Date1	
Date2		Ctry		Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	u		

..	Label	Tag	Ind.	Contents
	Personal Author	100	1	TATUM, CHANNING
	Title	245	14	THE ONE AND ONLY SPARKELLA MAKES A PLAN
	Cataloger Email	592		erica.laughlin@gmail.com

Type your email address

THE ONE AND ONLY SPARKELLA MAKES A PLAN / TATUM, CHANNING

| Control | Bibliographic | MARC Holdings | Call Number/Item | Bound-with |

Basic title information

Title control number:	a2342230
Catalog key:	2342230
Record format:	BRIEF
Number of volumes:	1

Title creation

Created by:	ADMIN
Date cataloged:	NEVER
Date created:	2/26/2024

Leave the auto-generated title control number beginning with "a" on the Control tab as-is

Item without an ISSN

COOKING LIGHT

Control | Bibliographic | MARC Holdings | Call Number/Item | Bound-with | Orders | Serials Ctrl | Selections

Shadow title: N

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	240226	Dat_Tp	n	Date1	
Date2		Ctry		Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	u		

.. Label	Tag	Ind.	Contents
Title	245	00	COOKING LIGHT
Cataloger Email	592		erica.laughlin@gmail.com

Type your email address

COOKING LIGHT

Control | Bibliographic | MARC Holdings | Call Number/Item | Bound-with

Basic title information

Title control number: a2342240

Catalog key: 2342240

Record format: BRIEF

Number of volumes: 1

Title creation

Created by: ADMIN

Date cataloged: NEVER

Date created: 2/26/2024

Leave the auto-generated title control number beginning with "a" on the Control tab as-is

Item without a UPC

TROLLS WOLRD TOUR

Control | **Bibliographic** | MARC Holdings | Call Number/Item | Bound-with | Orders | Serials Ctrl | Selections

Shadow title: N

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	240226	Dat_Tp	n	Date1	
Date2		Ctry		Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	u		

.. Label	Tag	Ind.	Contents
Title	245	00	TROLLS WOLRD TOUR
General Note	500		Widescreen. Blu-ray. Rated PG. About 1 hour, 30 minutes.
Cataloger Email	592		erica.laughlin@gmail.com

Type your email address

TROLLS WOLRD TOUR

Control | Bibliographic | MARC Holdings | Call Number/Item

Basic title information

Title control number: a2342232

Catalog key: 2342232

Record format: BRIEF

Number of volumes: 1

Title creation

Created by: ADMIN

Date cataloged: NEVER

Date created: 2/26/2024

Leave the auto-generated title control number beginning with "a" on the Control tab as-is

Kit

ALL ABOUT DINOSAURS KIT

Control Bibliographic MARC Holdings Call Number/Item Bound-with Orders Serials Ctrl Selections

Shadow title: N

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	220617	Dat_Tp	n	Date1	
Date2		Ctry		Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	u		

Label	Tag	Ind.	Contents
Title	245	00	ALL ABOUT DINOSAURS KIT
General Note	500		Includes 4 books (What If You Had T. Rex Teeth!? ; Clever Creatures and Boundless Beasts: a Land of Dinosaurs ; I Spy Dinosaurs ; Everything You Need to Know About Dinosaurs and Other Prehistoric Creatures), 1 Dinosaurs Memory & Matching game, 1 Land of Dinosaurs floor puzzle, 12 dinosaur toy figures, and 1 inventory sheet in a backpack. Created by John Mosser PLD.
Cataloger Emailer	592		erica.laughlin@gmail.com

Type your email address

ALL ABOUT DINOSAURS KIT

Control Bibliographic MARC Holdings Call Number/Item

Basic title information

Title control number:	a2249994
Catalog key:	2249994
Record format:	BRIEF
Number of volumes:	1

Title creation

Created by:	ADMIN
Date cataloged:	NEVER
Date created:	6/17/2022

Laptop Computer

DELL VOSTRO 3550 LAPTOP

Control **Bibliographic** MARC Holdings Call Number/Item Bound-with Orders Serials Ctrl Selections

Shadow title: N

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	230804	Dat_Tp	n	Date1	
Date2		Ctry		Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	u		

..	Label	Tag	Ind.	Contents
	Title	245	00	DELL VOSTRO 3550 LAPTOP
	General Note	500		Includes power cord.
	Cataloger Email	592		erica.laughlin@gmail.com

Type your email address

DELL VOSTRO 3550 LAPTOP

Control Bibliographic MARC Holdings Call Number/Item

Basic title information

Title control number:	a2250970
Catalog key:	2250970
Record format:	BRIEF
Number of volumes:	1

Title creation

Created by:	ADMIN
Date cataloged:	NEVER
Date created:	6/24/2022

Large Print Book

LEAVE NO SCONE UNTURNED / SWANSON, DENISE

Control **Bibliographic** Call Number/Item Bound-with

Shadow title: N

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	220624	Dat_Tp	n	Date1	
Date2		Ctry		Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	u		

Label	Tag	Ind.	Contents
ISBN	020		9781432866877
Personal Author	100	1	SWANSON, DENISE
Title	245	10	LEAVE NO SCONE UNTURNED
General Note	500		Large print. A chef-to-go mystery. Wheeler Publishing large print cozy mystery.
Cataloger Emailer	592		erica.laughlin@gmail.com

Type your email address

LEAVE NO SCONE UNTURNED / SWANSON, DENISE

Control Bibliographic MARC Holdings Call Number/Item Bound-with

Basic title information

Title control number:	i9781432866877
Catalog key:	2250919
Record format:	BRIEF
Number of volumes:	1

Title creation

Created by:	ADMIN
Date cataloged:	NEVER
Date created:	6/24/2022

Title modification

Modified by:	ADMIN
Date modified:	6/24/2022
Previously modified by:	

Magazine

COOKING LIGHT

Control **Bibliographic** MARC Holdings Call Number/Item Bound-with Orders Serials Ctrl Selections

Shadow title: N

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	220617	Dat_Tp	n	Date1	
Date2		Ctry		Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	u		

Label	Tag	Ind.	Contents
ISSN	022		0886-4446
Title	245	00	COOKING LIGHT
Cataloger Emailer	592		erica.laughlin@railslibraries.info

Type your email address

COOKING LIGHT

Control Bibliographic MARC Holdings Call Number/Item

Basic title information

Title control number:	s0886-4446
Catalog key:	2250028
Record format:	BRIEF
Number of volumes:	1

Title creation

Created by:	ADMIN
Date cataloged:	NEVER
Date created:	6/17/2022

Mobile Hotspot

COOLPAD MOBILE HOTSPOT

Control **Bibliographic** MARC Holdings Call Number/Item Bound-with Orders Serials Ctrl Selections

Shadow title: N

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	230804	Dat_Tp	n	Date1	
Date2		Ctry		Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	u		

..	Label	Tag	Ind.	Contents
	Title	245	00	COOLPAD MOBILE HOTSPOT
	General Note	500		Includes USB charger, USB block, and quick start guide.
	Cataloger Email	592		erica.laughlin@gmail.com

Type your email address

COOLPAD MOBILE HOTSPOT

Control Bibliographic MARC Holdings Call Number/Item

Basic title information

Title control number:	a2250971
Catalog key:	2250971
Record format:	BRIEF
Number of volumes:	1

Title creation

Created by:	ADMIN
Date cataloged:	NEVER
Date created:	6/24/2022

Music CD

FLOATING ON A DREAM / KAPLAN, AVI

Control Bibliographic MARC Holdings Call Number/Item Bound-with Orders Serials Ctrl Selections

Shadow title: N

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	220617	Dat_Tp	n	Date1	
Date2		Ctry		Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	u		

	Label	Tag	Ind.	Contents
	Standard identifier#	024		888072402928
	Personal Author	100	1	KAPLAN, AVI|?UNAUTHORIZED
	Title	245	10	FLOATING ON A DREAM
	General Note	500		CD. 43 minutes.
	Cataloger Emailer	592		erica.laughlin@gmail.com

Type your email address

FLOATING ON A DREAM / KAPLAN, AVI

Control Bibliographic MARC Holdings Call Number/Item

Basic title information

Title control number:	U888072402928
Catalog key:	2250041
Record format:	BRIEF
Number of volumes:	1

Title creation

Created by:	ADMIN
Date cataloged:	NEVER
Date created:	6/17/2022

Playaway

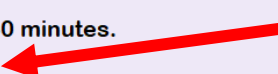A COMB OF WISHES / STRINGFELLOW, LISA

Control | Bibliographic | MARC Holdings | Call Number/Item | Bound-with | Orders | Serials Ctrl | Selections

Shadow title: N

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	220617	Dat_Tp	n	Date1	
Date2		Ctry		Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	u		

Label	Tag	Ind.	Contents
ISBN	020		9781669609339
Personal Author	100	1	STRINGFELLOW, LISA|?UNAUTHORIZED
Title	245	12	A COMB OF WISHES
General Note	500		Playaway. About 5 hours 30 minutes.
Cataloger Emailer	592		erica.laughlin@gmail.com

Type your email address

A COMB OF WISHES / STRINGFELLOW, LISA

Control | Bibliographic | MARC Holdings | Call Number/Item

Basic title information

Title control number:	i9781669609339
Catalog key:	2250042
Record format:	BRIEF
Number of volumes:	1

Title creation

Created by:	ADMIN
Date cataloged:	NEVER
Date created:	6/17/2022

Puzzle

BATH TIME : A SHAPED JIGSAW PUZZLE

Control | Bibliographic | MARC Holdings | Call Number/Item | Bound-with | Orders | Serials Ctrl | Selections

Shadow title: N

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	220617	Dat_Tp	n	Date1	
Date2		Ctry		Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	u		

Label	Tag	Ind.	Contents
Standard identifier#	024		796780961685
Title	245	00	BATH TIME : A SHAPED JIGSAW PUZZLE
General Note	500		About 1000 pieces. Recommended ages: 10 to adult.
Cataloger Emailer	592		erica.laughlin@gmail.com

Type your email address

BATH TIME : A SHAPED JIGSAW PUZZLE

Control | Bibliographic | MARC Holdings | Call Number/Item

Basic title information

Title control number:	U796780961685
Catalog key:	2250043
Record format:	BRIEF
Number of volumes:	1

Title creation

Created by:	ADMIN
Date cataloged:	NEVER
Date created:	6/17/2022

Streaming Media Player

ROKU EXPRESS 4K+ STREAMING PLAYER

Control **Bibliographic** MARC Holdings Call Number/Item Bound-with Orders Serials Ctrl Selections

Shadow title: N

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	230126	Dat_Tp	n	Date1	
Date2		Ctry		Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	u		

.	Label	Tag	Ind.	Contents
	UPC	024	1	829610004624
	Title	245	00	ROKU EXPRESS 4K+ STREAMING PLAYER
	General Note	500		Includes 1 Roku Express 4K+ streaming player, 1 remote (2 AAA batteries installed), 1 USB power cable, 1 power adapter and 1 HDMI cable. c2022.
	Cataloger Email	592		erica.laughlin@gmail.com

Type your email address

ROKU EXPRESS 4K+ STREAMING PLAYER

Control Bibliographic MARC Holdings Call Number/Item Bound-with

Basic title information

Title control number:	U829610004624
Catalog key:	2282509
Record format:	BRIEF
Number of volumes:	1

Title creation

Created by:	ADMIN
Date cataloged:	NEVER
Date created:	1/26/2023

Video Game

MY LITTLE PONY : A MARETIME BAY ADVENTURE

Control | **Bibliographic** | MARC Holdings | Call Number/Item | Bound-with | Orders | Serials Ctrl | Selections

Shadow title: N

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	220617	Dat_Tp	n	Date1	
Date2		Ctry		Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	u		

	Label	Tag	Ind.	Contents
	Standard identifier#	024		819338022130
	Title	245	00	MY LITTLE PONY : A MARETIME BAY ADVENTURE
	General Note	500		Ninetendo Switch video game. 1-2 players. Rated E for Everyone.
	Cataloger Emailer	592		erica.laughlin@gmail.com

Type your email address

MY LITTLE PONY : A MARETIME BAY ADVENTURE

Control | Bibliographic | MARC Holdings | Call Number/Item

Basic title information

Title control number:	U819338022130
Catalog key:	2250050
Record format:	BRIEF
Number of volumes:	1

Title creation

Created by:	ADMIN
Date cataloged:	NEVER
Date created:	6/17/2022