



Creating a Brief Record Guide

Last updated: April 15, 2026

This guide is available here: <https://support.librariesofrsa.org/project/create-a-brief-record/>.

There is a series of videos to accompany this guide.

- How to Create a Brief Record with an ISBN:
<https://www.youtube.com/watch?v=3bSrER2obdY>.
- How to Create a Brief Record with an ISSN:
<https://www.youtube.com/watch?v=VlChSwJ6qmk>.
- How to Create a Brief Record with a UPC:
https://www.youtube.com/watch?v=4dCmpA7nz_Q.
- How to Create a Brief Record Without an ISBN, ISSN, or UPC:
<https://www.youtube.com/watch?v=jc9aat4hTDE>.

1. Log into WorkFlows using your individual cataloger account or your library's TECH account if you have not yet been issued an individual account.
2. Click on the Cataloging module at the top of the screen.
3. Under Common Tasks on the left, 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 in WorkFlows, either OCLC or brief, 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@librariesofrsa.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:

<input type="checkbox"/>	<input type="checkbox"/>	ISBN	020	9780355398754
<input type="checkbox"/>	<input type="checkbox"/>	ISBN	020	9791027601387
<input type="checkbox"/>	<input type="checkbox"/>	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:

<input type="checkbox"/>	<input type="checkbox"/>	ISSN	022	0032-4558
<input type="checkbox"/>	<input type="checkbox"/>	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
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- e. Title (245): **Required** for all brief records. Backspace to remove the auto-generated ****REQUIRED FIELD**** text. Type the title in ALL CAPS and include initial articles *a, an, the* if part of the title.

To ensure the title is fully searchable in WorkFlows and the RSAcat, enter the first and second indicator values. These values are entered under the “Ind.” column next to the 245, shown below.

Festschr	0	Indx
Lang	eng	Mod_Rec
.. Label	Tag	Ind. Contents
▼ ISBN	020	
▼ ISSN	022	
▼ UPC	024	1
▼ Personal Author	100	1
▼ Title	245	<input style="border: 2px solid red;" type="text"/>

Examples are shown below to help you determine the indicator values to enter on your brief record.

- 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, which will allow the brief record to be overlaid by a matching OCLC record when it is imported into WorkFlows.
- a. If the item has an ISBN, enter a lowercase i followed by the ISBN you entered in the 020 field on the Bibliographic tab. 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.

Examples:

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

- b. If the item has an ISSN, enter a lowercase s followed by the ISSN you entered in the 022 field on the Bibliographic tab. Use a hyphen between the fourth and fifth digits.

Examples:

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

- c. If the item has a UPC, enter an uppercase U followed by the UPC you entered in the 024 field on the Bibliographic tab. 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.

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
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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.

Assign the OCLC EXCLUDE item category 6 if you entered "leave as brief" in the 592 field. The OCLC EXCLUDE item category 6 allows RSA to more effectively identify brief records that should not be upgraded to OCLC records, rather than relying on "leave as brief" alone.

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@librariesofrsa.org.

Appendix: Example Brief Records

Contents

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Audio-Enabled Book (Wonderbook, Vox)

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

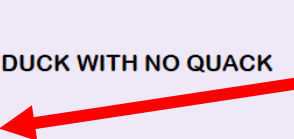
Control Bibliographic MARC Holdings Call Number/Item Bound-with Orders Serials Ctrl Selections

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:

Catalog key:

Record format:

Number of volumes:

Title creation

Created by:

Date cataloged:

Date created:

Title modification

Modified by:

Date modified:

Previously modified by:

Binge Box

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 Eml	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.

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	
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				

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.

Type your email address

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 Emitter	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 an Illustrator

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	250818	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		9781493089222
Personal Author	100	1	MARET, SHERRI
Title	245	10	TWELVE DAYS OF AUTUMN
General Note	500		Illustrator: Thomas Hilley.
Cataloger Email	592		erica.laughlin@gmail.com

If there is an illustrator for the book that you feel would be helpful for patrons to know, enter the illustrator's name in the 500 field. No need to use all caps. Entering the illustrator's name is optional.

TWELVE DAYS OF AUTUMN / MARET, SHERRI	
Control	Bibliographic MARC Holdings Call Number/Item
Basic title information	
Title control number:	<input type="text" value="i9781493089222"/>
Catalog key:	<input type="text" value="2420271"/>
Record format:	<input type="text" value="BRIEF"/>
Number of volumes:	<input type="text" value="1"/>
Title creation	
Created by:	<input type="text" value="ADMIN"/>
Date cataloged:	<input type="text" value="NEVER"/>
Date created:	<input type="text" value="8/18/2025"/>

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	250521	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		9781984895639
Personal Author	100	1	VENABLE, COLLEEN A.F.}?UNAUTHORIZED
Title	245	10	KATIE THE CATSITTER
General Note	500		Katie the Catsitter series. Graphic nove Library binding ISBN: 9781984895646.
Cataloger Email	592		erica.laughlin@gmail.com

Enter the ISBN for the paperback version of the book into the 020 and title control number fields on the brief record. The paperback ISBN is found on the book's title page verso. If there is no paperback ISBN, use the hardcover ISBN in the 020 and title control number fields. Enter the library binding ISBN in the 500 field. 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 Bound-with

Basic title information

Title control number: i9781984895639

Catalog key: 2407880

Record format: BRIEF

Number of volumes: 1

Title creation

Created by: ADMIN

Date cataloged: NEVER

Date created: 5/21/2025

Book with Multiple Authors

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	250818	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		9780385341004
Personal Author	100	1	SHAFFER, MARY ANN
Title	245	14	THE GUERNSEY LITERARY AND POTATO PEEL PIE SOCIETY
General Note	500		Other author: Annie Barrows.
Cataloger Email	592		erica.laughlin@gmail.com

If there are multiple authors for the book, enter in the 100 field the author that appears first on the book's title page. Use the LAST NAME, FIRST NAME format in all caps. Enter the names of the other authors in the 500 field. No need to use all caps.

If you would like the other author's name to be searchable using the author index in WorkFlows and the RSAcat, reach out to help@librariesofrsa.org. Ask RSA to add a 700 field to the brief record with the additional author's name.

THE GUERNSEY LITERARY AND POTATO PEEL PIE SOCIETY / SHAFFER, MARY ANN	
Control	Bibliographic MARC Holdings Call Number/Item
Basic title information	
Title control number:	<input type="text" value="i9780385341004"/>
Catalog key:	<input type="text" value="2420224"/>
Record format:	<input type="text" value="BRIEF"/>
Number of volumes:	<input type="text" value="1"/>
Title creation	
Created by:	<input type="text" value="ADMIN"/>
Date cataloged:	<input type="text" value="NEVER"/>
Date created:	<input type="text" value="8/18/2025"/>

Book without an Author

THE BEST MYSTERY STORIES OF THE YEAR 2023						
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	250818	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		9798885797252		
	Title	245	04	THE BEST MYSTERY STORIES OF THE YEAR 2023		
	Cataloger Email	592		erica.laughlin@gmail.com		

If there is no author for the book, leave the 100 field blank when creating the brief record. WorkFlows will automatically remove the 100 field when the brief record is saved.

THE BEST MYSTERY STORIES OF THE YEAR 2023	
Control	Bibliographic MARC Holdings Call Number/Item Bound-with
Basic title information	
Title control number:	i9798885797252
Catalog key:	2420220
Record format:	BRIEF
Number of volumes:	1
Title creation	
Created by:	ADMIN
Date cataloged:	NEVER
Date created:	8/18/2025

Cake Pan

CAKE PAN: DINOSAUR

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	250522	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	CAKE PAN: DINOSAUR
General Note	500		1 Wilton aluminum baking pan. Dimensions: 11"D x 12.75"W x 2"H.
Cataloger Email	592		erica.laughlin@gmail.com

Type your email address or "leave as brief" if the brief record should not be upgraded to an OCLC record.

CAKE PAN: DINOSAUR

Control Bibliographic MARC Holdings Call Number/Item Bound-with

Basic title information

Title control number: a2408036

Catalog key: 2408036

Record format: BRIEF

Number of volumes: 1

Title creation

Created by: ADMIN

Date cataloged: NEVER

Date created: 5/22/2025

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

DVD

FISH SCHOOL JUNIOR : LEARNING SEA ANIMALS

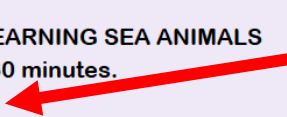
Control Bibliographic MARC Holdings Call Number/Item Bound-with Orders Serials Ctrl Selections

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

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.

Type your email address

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
<input type="checkbox"/>	Title	245	00	TROLLS WOLRD TOUR
<input type="checkbox"/>	General Note	500		Widescreen. Blu-ray. Rated PG. About 1 hour, 30 minutes.
<input type="checkbox"/>	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

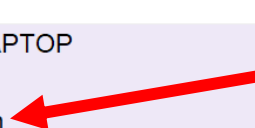
Control **Bibliographic** MARC Holdings Call Number/Item Bound-with Orders Serials Ctrl Selections

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 E-mail	592		erica.laughlin@railslibraries.info

Type your email address

Enter the ISSN in the 022 and title control number fields. Notice the ISSN contains a hyphen and begins with an 's' in the title control number field. Avoid using the magazine's UPC because that number varies based on the individual issue.

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

Upside-Down, Reversible, or Tête-bêche Book

YOU ARE A READER! ; YOU ARE A WRITER! / PRINCE, APRIL JONES

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

Shadow title: N

Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	u		

Label	Tag	Ind.	Contents
ISBN	020		9780823446254
Personal Author	100	1	PRINCE, APRIL JONES
Title	245	10	YOU ARE A READER! ; YOU ARE A WRITER!
General Note	500		Includes two stories, "You are a reader!" and "You are a writer!" that have been published back-to-back and inverted.
Cataloger Email	592		lisa.schemensky@librariesofrsa.org

Type your email address

Enter both titles in the 245 field, separated by a semicolon.
Use the 500 note to indicate to patrons that the item includes two stories.

YOU ARE A READER! ; YOU ARE A WRITER! / PRINCE, APRIL JONES

Control Bibliographic MARC Holdings Call Number/Item Bound-with

Basic title information

Title control number: i9780823446254

Catalog key: 2453392

Record format: BRIEF

Number of volumes: 1

Title creation

Created by: ADMIN

Date cataloged: NEVER

Date created: 3/30/2026

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		Ninintendo 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