

### Adding an item to an existing matching MARC record (Koha)

1. Click the Circulation button on the Koha home screen.
2. Click Search the catalog at the top of the screen.
3. Set the search index to Keyword
  
4. **For books or audiobooks**, scan (or type) the ISBN into search box.
  - A. If the correct record displays, click the New button above it.
  - B. Click New item from the drop-down menu.
  - C. The item record screen will display. You will need to add information in the following fields and subfields:
    2. (DDC – already entered)
    8. Collection code
      - a. Permanent location (library)
      - b. Current location (library)
      - c. Shelving location
      - d. Date acquired (just click box and choose today's date)
      - g. List price
      - o. Full call number
      - p. Barcode
      - v. Cost, replacement price (needed for accurate billing!)
      - y. Koha item type
  - D. Click Add item.
  - E. Please add large print books *only* to large print records. Please add CD and MP3 audiobooks *only* to their matching records.
  - F. If there is no ISBN, look for an LCCN.  
Format is usually: YY-NNNNNN or YYYY-NNNNNN.  
Search as: YNNNNNN or YYYYNNNNNN
  
5. **For periodicals**, search by ISSN (format: NNNN-NNNN)
  - A. It may take some searching to locate inside the item; it is often *very* fine print in magazines.
  - B. If correct record displays, add a call number for your library to that record.
  - C. Add the item, using the fields and subfields in 4.C. above, plus:
    - o. MAG T (ex. MAG A or MAG AH for *American heritage*)  
**Note:** Do not add the date here!
    - h. Serial enumeration/Chronology  
the issue date, with a format of YYYY/MM/DD or  
YYYY/MM/DD – YYYY/MM/DD  
to allow chronological sorting in the OPAC  
**Note:** Do not add the date in the call number (field o)

6. **For DVDs, Blu-Ray, or music CDs**, search by ISBN, if one is available, or scan (or type) UPC code.
  - A. If either returns a corresponding title, add a call number for your library to that record.
  - B. Please be sure that you add only DVDs to a DVD record, and Blu-Ray discs to a Blu-Ray record.
  
7. **If multiple records display, please let Chris know ASAP!**
8. Always try a second (title) search if nothing matching your item shows up after the initial search.
  - A. **Before adding an item, especially after a title search, make certain that your item matches the MARC record exactly: publisher, date, and number of pages.**
  - B. If no exact match displays, add your title to an "I-can't-find" sheet, or make copies of case insert.

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