

Alternative Libraries

PMB Training Manuel

Draft 2

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Checking Out Items

- 1) To check out a book, click on the circulation tab (at the top) and loan items (on the side). Enter the person's membership ID.

(If searching by **last name**:

For each library, a person will have a **different** membership number. This allows us to find all overdue books by library (so you can see just who has books overdue at your specific library). Thus, hypothetically, one person may be listed by 5 different membership numbers. Make sure if you search by last name, you are choosing the membership ID for YOUR LIBRARY. If no ID is listed for your library, you need to add a new record. See “**Adding Patrons**” page 10)

- 2) Double check the person is listed as part of your library’s group (otherwise they won’t show up in your overdue list).

The name of your library should show up under Statistical code and Group(s)

Nina MANESS Loan(s): 1 Hold(s): 0		Actif
Occupation : (438) 827-1596 / Year of birth : 0 Email: maness.nina@gmail.com Gender : Unspecified		
Membership Start : 02/09/2015 End : 02/09/2026 Date du dernier emprunt : 01/24/2016		
Statistical code : QPIRG-McGill Group(s) : QPIRG-McGill Category : Adults OPAC Login ID : manness ID Number : MAN827 A password has been added.		
Edit Duplicate Card Delete		

3) Type the call number of the book into the box beside **Add**. Click **Add**

The screenshot shows a member profile at the top with fields: Start: 02/09/2015, End: 02/09/2026, Category: Adultes, ID Number: MAN827, and OPAC Login ID: nmaness. A message says "A password has been added." Below this is a "Member loans" section with a date: Date du dernier emprunt: 01/24/2016. At the bottom are buttons: Edit, Duplicate, Card, Delete, Add a loan, and Fast loan.

Add a loan

Call number: 800 BRA 1986 Add Fast loan

4) The item should appear. Click **loan**

The screenshot shows an item's message: "800 BRA 1986 : Item's message : 76". Below it are buttons: Cancel, Loan, Show item. A red arrow points to the "Loan" button. Above the table, there is a note: "Rivers have Sources, Trees Have Roots / Brand, Dionne 800 BRA 1986 Livre/Book QPIRG-McGill Race/Anti-racism (QM)". The table below has columns: No., Title, Material type, Location Section, Date, Initial return date, Extension of loan, and Due. The "Initial return date" is listed as 11/06/2015.

No.	Title	Material type	Location Section	Date	Initial return date	Extension of loan	Due
4700	Rivers have Sources, Trees Have Roots / Brand, Dionne	Livre/Book	QPIRG	10/02/2015	11/06/2015		

5) It should show up in their list of checked out book. You can edit the due date if you want to extend the loan.

 Rivers have Sources, Trees Have Roots / Brand, Dionne
800 BRA 1986 Livre/Book QPIRG-McGill Race/Anti-racism (QM) **800 BRA 1986** : **Loan added**

[Cancel](#) [Print the loan ticket](#)

Current loans (2) Print Loan list Email Overdue: Letter Email							Extend loans for selected items until:	02/19/2016	
No.	Title	Material type	Location Section	Date	Initial return date	Extension of loan	Due	+ 	
1700 EAL 2010	Anarchism and the City / Ealham, Chris	Livre/Book	QPIRG-McGill Unpopular History (QM)	10/23/2015	11/06/2015	0	11/06/2015	<input type="checkbox"/>	
800 BRA 1986	Rivers have Sources, Trees Have Roots / Brand, Dionne	Livre/Book	QPIRG-McGill Race/Anti-racism (QM)	02/05/2016	02/19/2016	0	02/19/2016	<input type="checkbox"/>	



Returning items:

- 1) Click on the “circulation” tab (at the top) and “return” tab (on the side). Enter the item call number

The screenshot shows the PMB software interface. At the top, there is a horizontal navigation bar with tabs: Circulation, Cataloguing, Authorities, Reporting, S.D.I., and Administration. The 'Circulation' tab is highlighted with a red arrow. On the left side, there is a vertical sidebar menu with several options: Loan items, Return items (which is highlighted with a red arrow), Documents à traiter, Groups of borrowers, New borrower, Périodiques, Baskets, Management, and Collection. Below the sidebar, the main content area is titled 'Return items'. It contains a search bar with the text 'Enter item barcode' and a field containing '800 BRA 1986'. To the right of the search bar is a 'Next' button.

- 2) It should say “Returned” to the right of the title (in red)

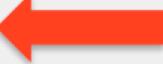
The screenshot shows the 'Return items' screen. At the top, it says 'Return items'. Below that is a search bar with 'Enter item barcode' and a 'Next' button. Underneath the search bar is a table with one row of data. The table has columns: No., Call number, Material type, Location, Section, Status, and Owner. The data in the table is as follows:

No.	Call number	Material type	Location	Section	Status	Owner
800 BRA 1986	800 BRA 1986	Livre/Book	QPIRG-McGill	Race/Anti-racism (QM)	Available/Disponible	AlternativeLibraries

At the bottom of the screen, there is a message area with the text 'Item's message : 76'.

3) You can continue returning books in the “Enter item barcode” area

Return items

Enter item barcode **Next** 

 Rivers have Sources, Trees Have Roots / Brand, Dionne Returned!

No.	Call number	Material type	Location	Section	Status	Owner	
800 BRA 1986	800 BRA 1986	Livre/Book	QPIRG-McGill	Race/Anti-racism (QM)	Available/Disponible	AlternativeLibraries	

Item's message :
76

Nina MANESS Loan(s): 1 Hold(s): 0 [Display](#)

Emailing Patrons with Overdue Books

- 1) Click on “Reporting” tab (at the top) and “Overdue by group” (underneath “Loans”)

Circulation Cataloguing Authorities Reporting

Reports ▾

- Custom reports
- Paramétrables

Loans ▾

- Current loans
- Overdues by borrower
- Overdues by date
- Loans by group
- Overdue by group

Holds ▾

Reports : Custom reports

- + Listes - exemplaires
- + Listes - lecteurs
- + Listes - prêts
- + Statistiques - exemplaires
- + Statistiques - lecteurs
- + Statistiques - prêts
- + Statistiques DLL

- 2) Select group (your library)

Loans : Loans by group

Go directly to ✓ QPIRG-McGill

10 Number of results per page

Update

Barcode	Call number	Material type	Title	Author	Borrower	Borrowed	Due	Loans
650 MOC 2014	650 MOC 2014	Livre/Book	Redefining Realness	Mock, Janet		12/18/2015	01/01/2016	

14 overdue item(s) over 27 current loan(s).

3) Overdue books appear in red. If you click the email icon, it will email the patron with books overdue:

	Barcode	Call number	Material type	Title	Author	Borrower	Borrowed	Due	Loans
<input checked="" type="checkbox"/> QPIRG-McGill							14 overdue item(s) over 27 current loan(s).		
	650 MOC 2014	650 MOC 2014	Livre/Book	Redefining Realness	Mock, Janet	Patron name	12/18/2015	01/01/2016	
	800 HEN 2000	800 HEN 2000	Livre/Book	The Colour of Democracy			12/18/2015	01/01/2016	
	Z 400 TOW 336	Z 400 TOW 336	Zine	Towards an Anarchist Ecology			01/24/2016	01/25/2016	
	300 WAR 2004	300 WAR 2004	Livre/Book	Toward an Open Tomb	Warschawski, Michel		01/24/2016	02/07/2016	

4) Currently, the email looks like this:

Items on loan Inbox x

Bibliothèque test de PMB pmb@sibg.net via koumt 2
to me

Items on loan
Edited on: 02/05/2016

Maness Nina

Anarchism and the City / Ealham, Chris
 -Loan date: : 10/23/2015 Return date: : 11/06/2015
 - QPIRG-McGill: Unpopular History (QM) (1700 EAL 2010)

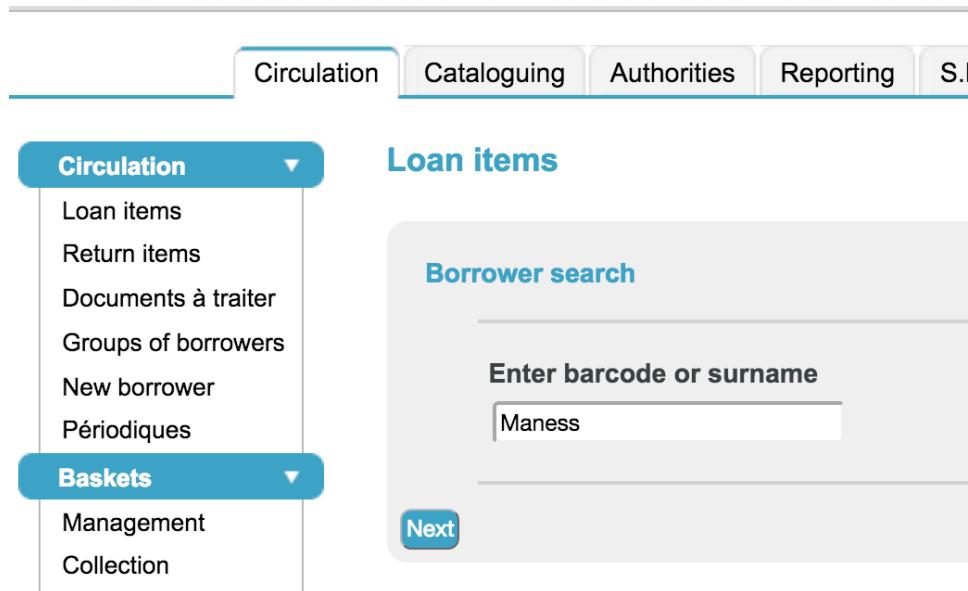
Le responsable.

Notes about sorting loan by “group” (ie library)

It is REALLY important that a user has a separate membership ID and thus separate record for each library. When adding new patrons, make sure to include what group (library) they are part of so when you click “overdue by group” they will show up.

Adding Patrons

- 1) Search them by Last Name in the circulation system:
 (click on the “Circulation” tab (at the top) and “Loan items” (on the side). Enter the person’s Last Name)



If Patron **already exists** in catalogue, follow instructions in section “**Add Patron That Already Exists to a Different Library**” on Page 11

If no patron record comes up, go to “**Add New Patron**” on Page 13

Add Patron That Already Exists to a Different Library

- 1) Click "duplicate"

Nina MANESS Loan(s): 1 Hold(s): 0

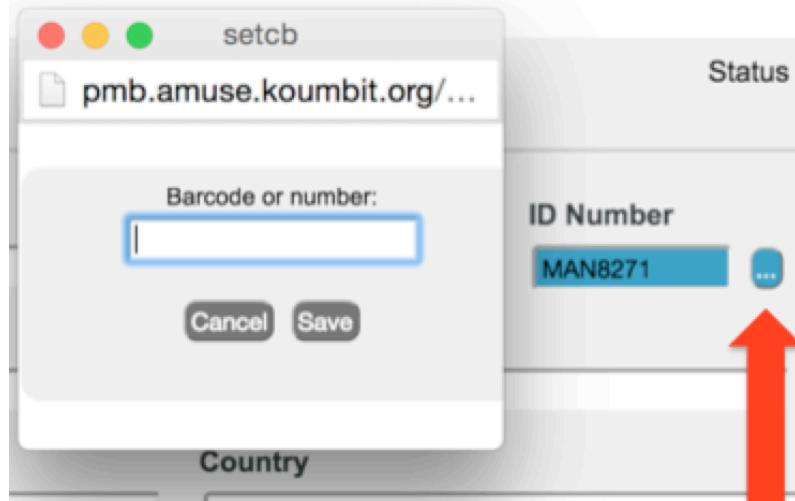
(438) 827-1596 /
Email: maness.nina@gmail.com

Membership
Start : 02/09/2015
End : 02/09/2026
Date du dernier emprunt : 02/05/2016

Occupation :
Year of birth : 0
Gender : Unspecified
Statistical code : QPIRG-McGill
Category : Adultes
ID Number : MAN827

Edit **Duplicate** **Card**

- 2) Change the membership ID to fit your library (click on the ellipses to change)



3) Change Category, Statistical Code, “Add borrower to a group” all to your library

Occupation	Gender	Year of birth
<input type="text"/>	Unspecified	<input type="text"/>
Category	Statistical code	Add borrower to a group:
Adultes	QPIRG-McGill	Do not add to a group QPIRG-McGill
Membership : Start 02/05/2016	Membership : End 02/09/2026	
OPAC Password	OPAC Language	OPAC Login ID
<input type="text"/>	English (UK) (en_UK)	<input type="text"/>

Don't forget “Add borrower to a group”:

Country	<input type="text"/>
Email	<input type="text"/> fakeema@mail.com
Year of birth	<input type="text"/>
code	Add borrower to a group: Do not add to a group QPIRG-McGill
ip : End	
OPAC Login ID	<input type="text"/>

4) Save new record

Add New Patron

- 1) Click on “Circulation” tab (along the top). Then click “New borrower” (along the side, under “Circulation”). Enter the new membership ID.

Circulation Cataloguing Authorities Reporting

Circulation ▾

- Loan items
- Return items
- Documents à traiter
- Groups of borrowers
- New borrower ←
- Périodiques

Baskets ▾

- Management

New borrower barcode

Enter an ID for the new borrower.

MAN8271

Next

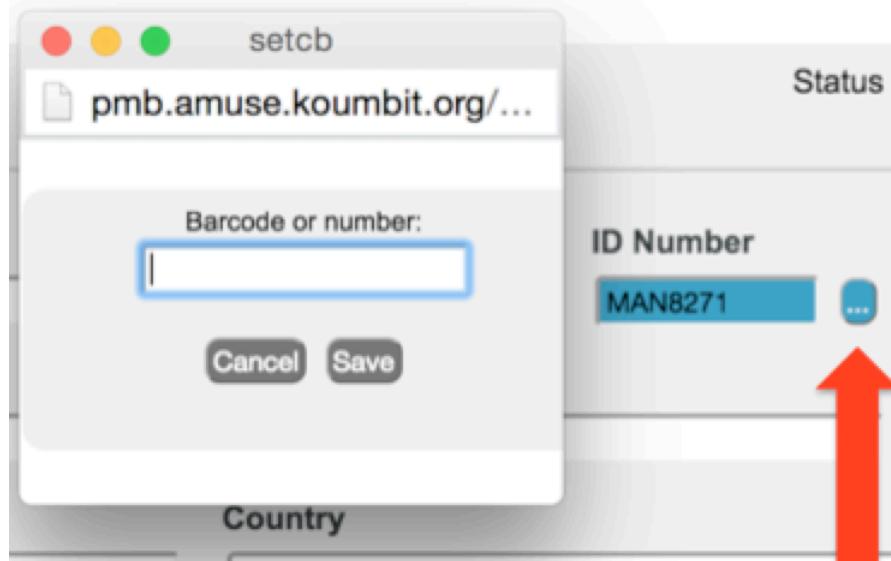
- 2) Fill out First & last name, telephone, email, category, statistical code, and group.

Name Maness	First name Nina	ID Number MAN8271
Address (line 1)		Postcode
Address (line 2)		City
Telephone 1 514-666-9999		Sms actif: <input type="checkbox"/>
Telephone 2		Email fakeemail@gmail.com
Occupation	Gender Unspecified	Year of birth
Category QPIRG-McGill	Statistical code QPIRG-McGill	Add borrower to a group: <input checked="" type="checkbox"/> Do not add to a group QPIRG-McGill
Membership : Start Start: 02/05/2016		Membership : End
OPAC Password	OPAC Language English (UK) (en_UK)	OPAC Login ID

IMPORTANT: make sure **group** is filled out with your library! In order to ensure overdue booklists are separated by library, PLEASE DO NOT ADD A PERSON TO MORE THAN ONE GROUP! Instead, make a separate record with a different membership ID for each library.

The screenshot shows a form for adding a new borrower. At the bottom, there is a section titled "Add borrower to a group:" with two options: "Do not add to a group" and "QPIRG-McGill". A blue rectangular box highlights the "QPIRG-McGill" option. Red arrows point to this highlighted box from three sides: one from the left, one from the right, and one from below. The rest of the form includes fields for Country, Email (fakeema@mail.com), Year of Birth, code (McGill), and OPAC Login ID.

3) If you want to change the membership number, click the **ellipses** beside **ID Number**



4) Make sure to click save at the bottom of the page

Editing Patron Info

Let's say you are loaning out a book and realize the patron is not part of a group. You can fix problems like these by:

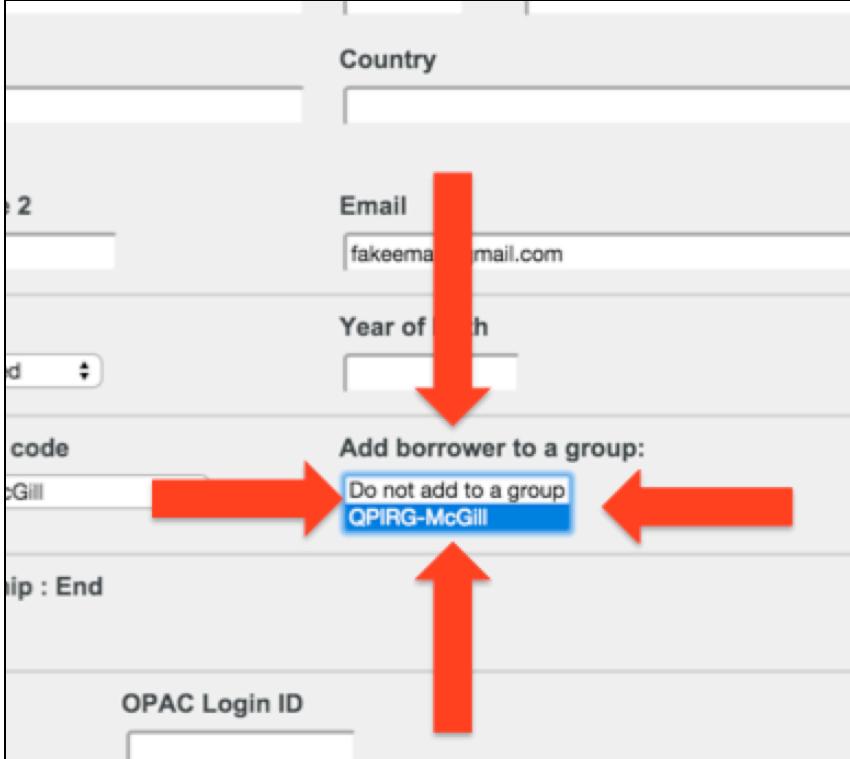


Nina MANESS Loan(s): 0 Hold(s): 0

514-666-9999 / Occupation :
 Email: fakeemail@gmail.com Year of birth : 0
 Membership Gender : Unspecified
 Start : 02/05/2016 Statistical code : QPIRG-McGill
 End : 02/02/2026 Category : QPIRG-McGill OPAC Login ID : nmaness
 Date du dernier emprunt : ID Number : MAN8271

Edit **Duplicate** **Card**

Add the group



Country

Email: fakeemail@gmail.com

Year of birth

code

Add borrower to a group:
 Do not add to a group
 QPIRG-McGill

Category : End

OPAC Login ID

Cataloguing

2 Important rules!!

1) Check if the book/DVD/ZINE already exists in catalogue before creating a new record!!!!

2) If there are ellipses beside something, ALWAYS CLICK THE ELLIPESES!

Cataloguing

1) Search to see if it is already in the catalogue:

Click “cataloguing” tab (along the top). Trying searching under **Title** and **Author**.

The screenshot shows the PMB Cataloguing interface. At the top, there are tabs: Circulation, Cataloguing (which is highlighted), Authorities, Reporting, and S.D.I. Below the tabs is a sidebar with dropdown menus for Search, Documents, Serials, and Baskets. The main area is titled "Search Author/Title" and shows search fields for Author/Title, Subject/Class number, Keyword, Advanced search, Copy, and External Search. A red arrow points to the "Author/Title" search field. To the right of the search fields is a panel titled "Author/Title" with sections for All fields, Title, Author, and Category. The "Title" field contains "Stone Butch Blues" and the "Author" field contains "Leslie Feinberg".

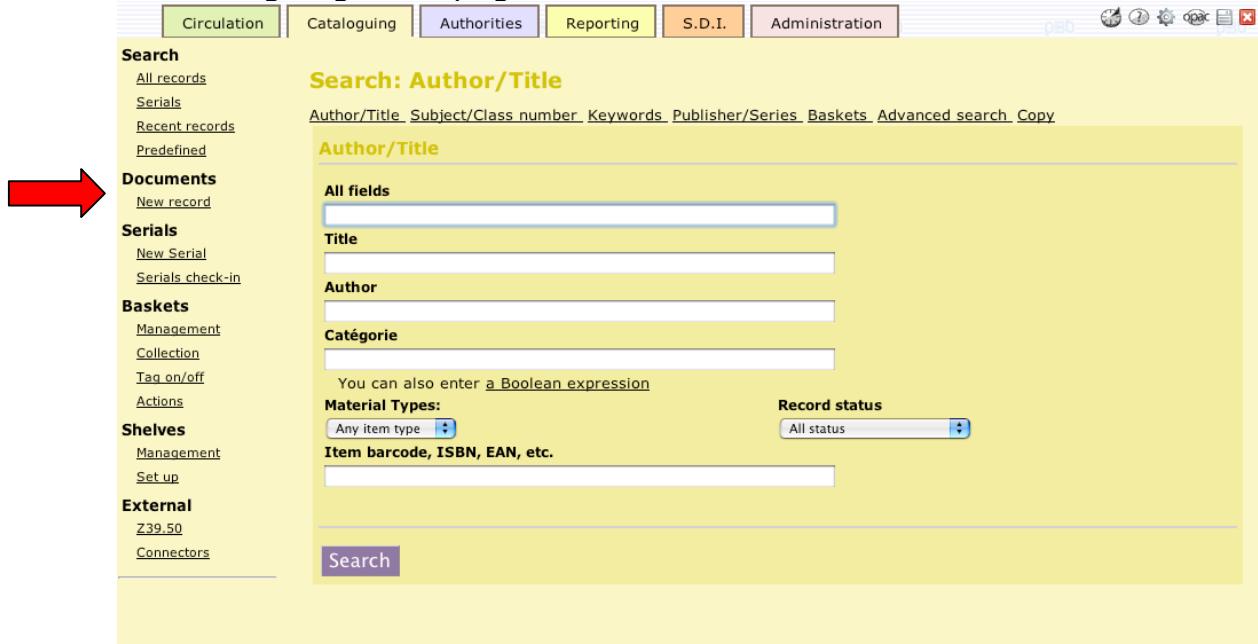
If item is **not** in the system, go on to “Cataloguing a new Resource in PMB” page

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If item is in system, skip to “Adding an Item/Copy for Your Library” page **27**

Cataloguing a new Resource in PMB

1. Cataloguing homepage - Click on 'New Record' under Documents



The screenshot shows the PMB Cataloguing homepage. The top navigation bar includes tabs for Circulation, Cataloguing, Authorities, Reporting, S.D.I., and Administration. Below the navigation is a toolbar with various icons. The main search area is titled 'Search: Author/Title' and includes fields for Title, Author, and Catégorie. It also features sections for Material Types and Record status, and a field for Item barcode, ISBN, EAN, etc. The left sidebar contains links for Search (All records, Serials, Recent records, Predefined), Documents (New record, New record highlighted with a red arrow), Serials (New Serial, Serials check-in), Baskets (Management, Collection, Tag on/off, Actions), Shelves (Management, Set up), External (Z39.50, Connectors), and a general search link.

2a. Enter the 13 digit ISBN of the item and click Next



The screenshot shows the 'New record' page. The top navigation bar and sidebar are identical to the previous screenshot. The main area is titled 'New record' and contains a single input field labeled 'ISBN, EAN, Commercial no.' with the value '9781849350945'. Below the input field is a large blue 'Next' button.

2b. For Zines and other materials, you can assign a random number. I usually use their call numbers so it's easier to track. However, it's important to note that this field will not function as the call number. Using a call number here is simply a placeholder for what should have been the ISBN.

3. Enter the title information (from the title page)

NOTES:

- Title proper includes the main part of the title
- Other title information includes the rest of the title
- The system will automatically add a colon
- DO NOT use the other fields

Search

- All records
- Serials
- Recent records
- Predefined

Documents

- New record

Serials

- New Serial
- Serials check-in

Baskets

- Management
- Collection
- Tag on/off
- Actions

Shelves

- Management
- Set up

External

- Z39.50
- Connectors

Documents - New record

New record

printed text

Title

Title proper
The Accumulation of Freedom:

Title proper of a different author

Parallel title

Other title information
Writings on Anarchist Economics

Part of

Responsibility

Imprint

ISBN, EAN, Commercial no.

Collation

Notes

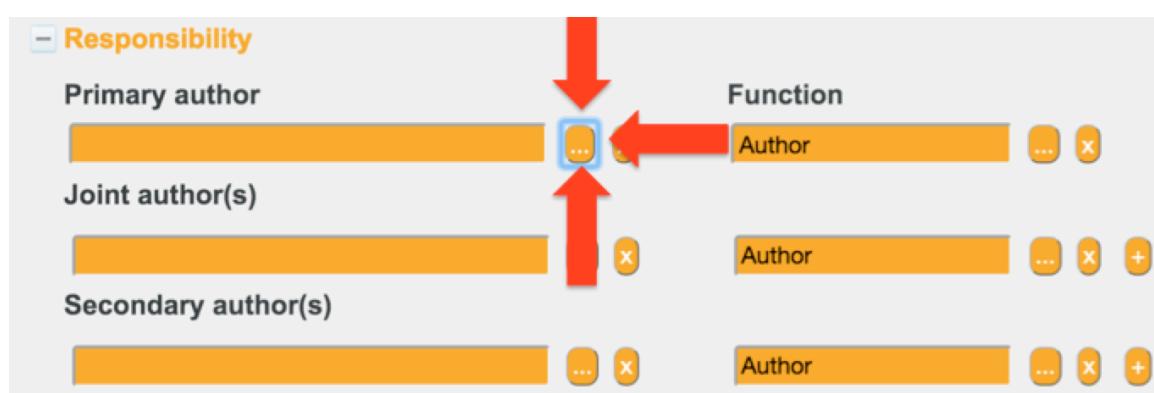
Indexing

4a. Enter author information:

DO NOT TYPE IN THE AUTHOR'S NAME!!!

Instead CLICK THE ELLIPSES!

The first author/editor listed goes in the 'primary author' field



4b. Search for the author. If they exist, click on their name.

4c. If there is a mistake in the record, see "**Changing Author or Publisher info**" on page (not yet complete).

4d. If it does not exist, click add author and fill in the last name and first name fields, then save.

New Serial
Serials check-in
Baskets
Management
Collection
Tag on/off
Actions
Shelves
Management
Set up
External
Z39.50
Connectors

The Accumulation of Freedom:
Title proper of a different author

Parallel title
Select author

Other title information
Writings on Anarchist Economic

Part of

Responsibility
Primary author: Shannon, Deric
Joint author(s):
Secondary author(s):

+ Imprint
+ ISBN, EAN, Commercial
+ Collation
+ Notes
+ Indexing
+ Language of publication
+ Link (electronic resources)
+ Main entry
+ Management data

4e. Search the name and click on the newly added name

New Serial
Serials check-in
Baskets
Management
Collection
Tag on/off
Actions
Shelves
Management
Set up
External
Z39.50
Connectors

The Accumulation of Freedom:
Title proper of a different author

Parallel title
Select author
Display all: Search Add author

Other title information
Writings on Anarchist Economic

Part of

Responsibility
Primary author: Shannon, Deric
Joint author(s):
Secondary author(s):

+ Imprint
+ ISBN, EAN, Commercial
+ Collation
+ Notes
+ Indexing
+ Language of publication
+ Link (electronic resources)
+ Main entry
+ Management data

4f. If person is not an author (they are an editor, for example), click on **ellipses** to change their function

The screenshot shows the 'Responsibility' section of the PMB software. On the left, there are fields for 'Title proper' (The Accumulation of Freedom) and 'Title proper of a different author'. Below these are sections for 'Parallel title', 'Other title information' (Writings on Anarchist Economics), 'Part of' (with a green bar and ellipsis button), and 'Part no.' (with an 'X' button). The 'Responsibility' section is expanded, showing 'Primary author' (Shannon, Deric, with an 'X' button), 'Joint author(s)' (with an 'X' button), and 'Secondary author(s)' (with an 'X' button). To the right, there is a 'Function' column with three rows: 'Author' (with an 'X' button), 'Author' (with an 'X' button), and 'Author' (with an 'X' button). A red arrow points to the 'X' button in the first row of the 'Function' column.

4g. Click E for Editor, then click on underlined Editor

The screenshot shows the 'Selection' section of the PMB software. On the left, there is a 'Selecting function' dropdown menu with options A, B, C, D, E, F, G, H, I, L, M, N, O, P, R, S, T, V, W. The 'E' option is highlighted with a red circle. To the right, there are fields for 'Part no.' (empty), 'Function' (three rows of 'Author' with ellipsis and 'X' buttons), and 'Notes' (empty). At the bottom, there are links for '+ Indexing' and '+ Language of publication'.

4h) If there is more than one author, editor, etc., add the others in joint authors (if it looks like they are listed equally) OR secondary authors (if it looks like they are listed smaller or are not as important as the other author(s))

NOTE:

Follow instructions listed above: Check if the author is already in the list and remember to always have the **last name first**

Collection

Tag on/off

Actions

Shelves

- Management**
- Set up**

External

- Z39.50**
- Connectors**

Other title information			
Writings on Anarchist Economics			
Part of	Part no.		
<input type="text"/>	...	X	<input type="text"/>
Responsibility			
Primary author			
<input type="text"/> Shannon, Deric	...	X	Function
<input type="text"/> Editor	...	X	
Joint author(s)			
<input type="text"/> Nocella, Anthony J. II	...	X	<input type="text"/> Editor
<input type="text"/> Editor	...	X	+
Secondary author(s)			
<input type="text"/>	...	X	<input type="text"/> Author
<input type="text"/> Author	...	X	+
Imprint			
+ ISBN, EAN, Commercial no.			
+ Collation			
+ Notes			
+ Indexing			
+ Language of publication			
+ Link (electronic resources)			
+ Main entry			
+ Management data			

4i. If there is more than one joint or secondary author, click on the + symbol to add another author/editor

Collection

Tag on/off

Actions

Shelves

- Management**
- Set up**

External

- Z39.50**
- Connectors**

Other title information			
Writings on Anarchist Economics			
Part of	Part no.		
<input type="text"/>	...	X	<input type="text"/>
Responsibility			
Primary author			
<input type="text"/> Shannon, Deric	...	X	Function
<input type="text"/> Editor	...	X	
Joint author(s)			
<input type="text"/> Nocella, Anthony J. II	...	X	<input type="text"/> Editor
<input type="text"/> Editor	...	X	+
Secondary author(s)			
<input type="text"/>	...	X	<input type="text"/> Author
<input type="text"/> Author	...	X	+
Imprint			
+ ISBN, EAN, Commercial no.			
+ Collation			
+ Notes			
+ Indexing			
+ Language of publication			
+ Link (electronic resources)			
+ Main entry			
+ Management data			



4j. Add additional authors/editors as needed, following steps above

Baskets

- Management**

Collection

Tag on/off

Actions

Shelves

- Management**
- Set up**

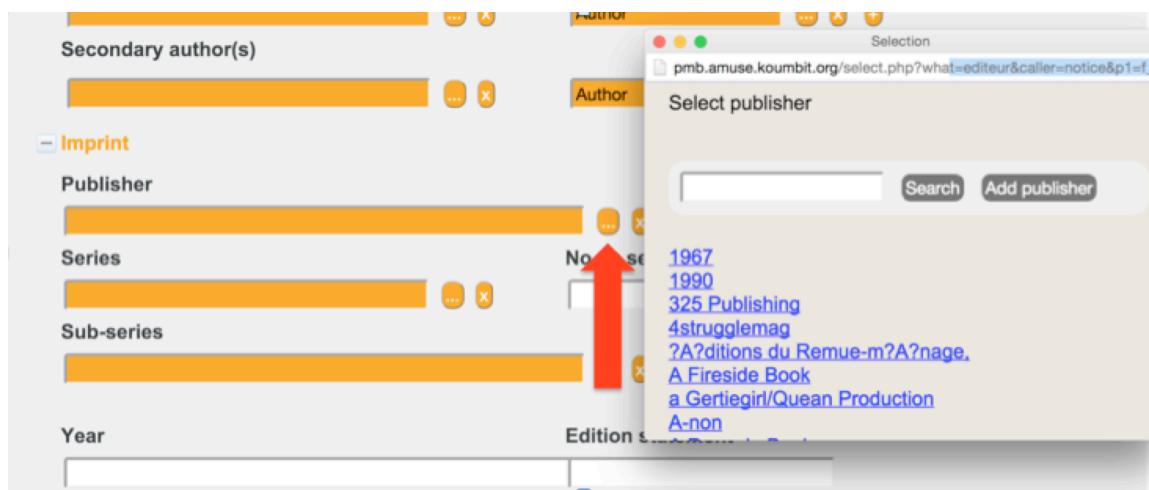
External

- Z39.50**
- Connectors**

Parallel title			
Other title information			
Writings on Anarchist Economics			
Part of	Part no.		
<input type="text"/>	...	X	<input type="text"/>
Responsibility			
Primary author			
<input type="text"/> Shannon, Deric	...	X	Function
<input type="text"/> Editor	...	X	
Joint author(s)			
<input type="text"/> Nocella, Anthony J. II	...	X	<input type="text"/> Editor
<input type="text"/> Editor	...	X	+
<input type="text"/> Asimakopoulos, John	...	X	<input type="text"/> Editor
<input type="text"/> Editor	...	X	
Secondary author(s)			
<input type="text"/>	...	X	<input type="text"/> Author
<input type="text"/> Author	...	X	+
Imprint			
+ ISBN, EAN, Commercial no.			
+ Collation			
+ Notes			
+ Indexing			

5. Add publisher information under Imprint by **CLICKING THE ELLIPSES**

Check if Publisher is already in the list (it usually will be)



6. ISBN should already be entered



7. We are not using the Collation. Under Notes add a Summary (usually taken from back cover)

+ Collation

- Notes

General note

Note on contents

Summary

But Oscar may never get what he wants. Blame the fukú—a curse that has haunted Oscar's family for generations, following them on their epic journey from Santo Domingo to the USA. Encapsulating Dominican-American history, *The Brief Wondrous Life of Oscar Wao* opens our eyes to an astonishing vision of the contemporary American experience and explores the endless human capacity to persevere—and risk it all—in the name of love." (from back cover)

8a. Indexing – THIS IS SOOO IMPORTANT!!!

Click on the **ellipses**

DO NOT ADD YOUR OWN SUBJECT HEADINGS!!

- Indexing

Subject headings

Class number

Keywords

fiction, ghetto, Dominican, Dominican Republic

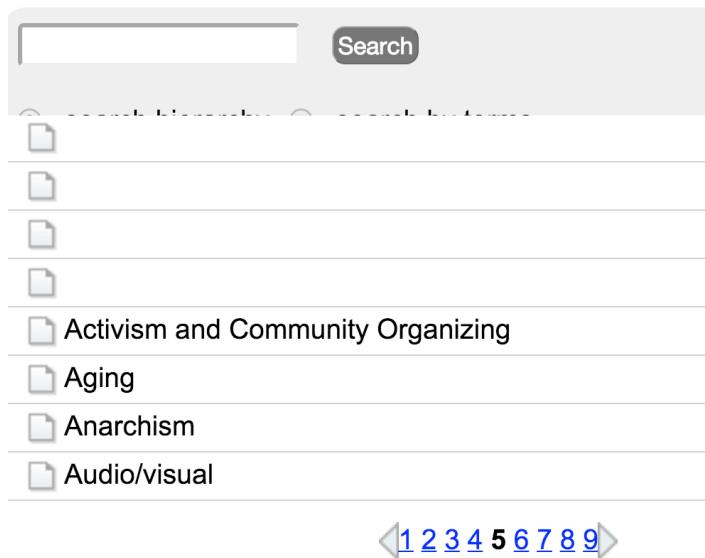
Keywords: Enter keywords or expressions separated by ','

8b. Currently, Subject Headings don't show up until page 5. Click on page 5 and scroll towards the bottom 8b.

pmb.amuse.koumbit.org/select.php?what=categorie&caller=notice&autocat=1&cat_id=1

Select heading



The screenshot shows a search interface with a search bar and a "Search" button. Below the search bar is a list of subject headings. The list includes:

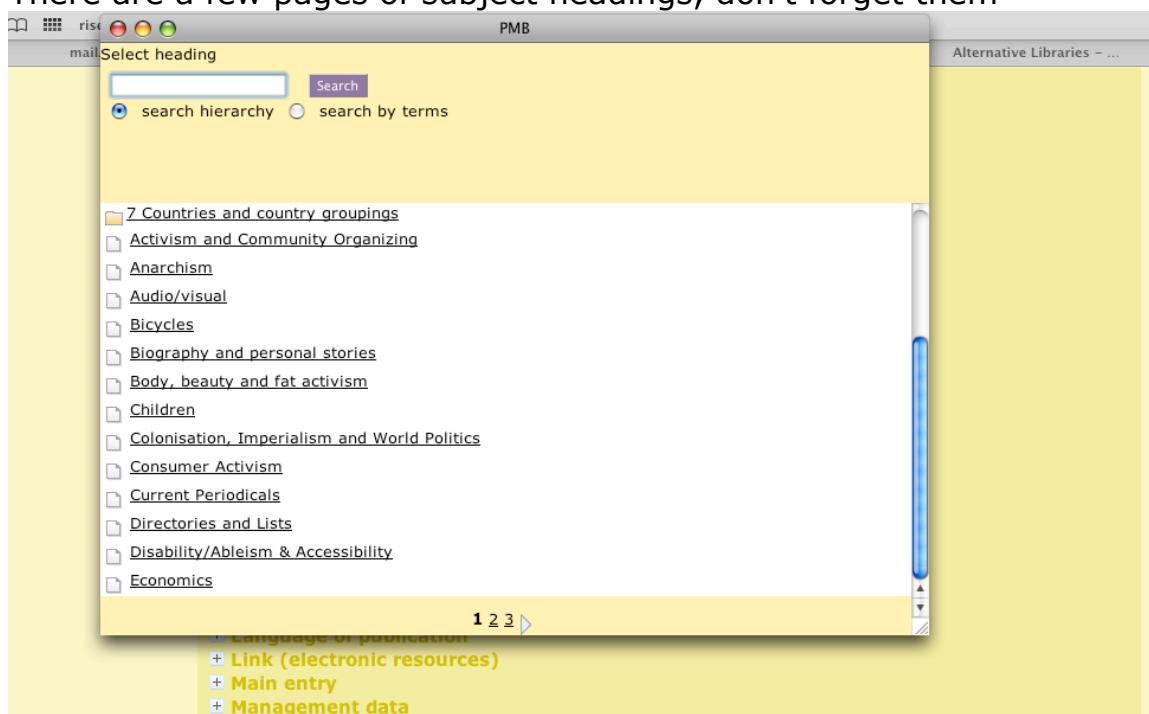
- Activism and Community Organizing
- Aging
- Anarchism
- Audio/visual

At the bottom of the list is a navigation bar with numbers 1 through 9, with the number 5 highlighted in blue.

Scroll through the list of subject headings and click on ALL the subject headings that you want to use. Use as many as are applicable.

NOTE:

There are a few pages of subject headings, don't forget them



The screenshot shows a search interface with a search bar and a "Search" button. Below the search bar is a radio button group with "search hierarchy" selected. The main area displays a large list of subject headings, with the first few items being:

- 7 Countries and country groupings
- Activism and Community Organizing
- Anarchism
- Audio/visual
- Bicycles
- Biography and personal stories
- Body, beauty and fat activism
- Children
- Colonisation, Imperialism and World Politics
- Consumer Activism
- Current Periodicals
- Directories and Lists
- Disability/Ableism & Accessibility
- Economics

At the bottom of the list is a navigation bar with numbers 1, 2, 3, and a right arrow, with the number 1 highlighted in blue. Below the list are several small, yellow-highlighted buttons labeled with symbols like a plus sign and a question mark.

8c. The subject headings you've selected should appear when you close the pop-up window. Click on the X if you've added anything by mistake. Click on the **ellipses** again if you want to add more. If you are adding more, you will not need to select the first subject headings again.

The screenshot shows a software interface for managing library records. At the top left, there are collapsed sections for 'Collation', 'Notes', and 'Indexing'. Below these, under 'Subject headings', there are two entries: 'Anarchism' and 'Economics'. Each entry has an 'X' button to remove it and a purple '+' button to add another. Under 'Class number', there is one empty input field with a purple '+' button. Under 'Keywords', there is an empty input field. A note below says 'Keywords: Enter keywords or expressions separated by '''. At the bottom left, there are collapsed sections for 'Language of publication', 'Link (electronic resources)', 'Main entry', and 'Management data'. At the bottom right, there are buttons for 'Cancel', 'Save', 'Replace with...', 'Duplicate', 'Replace with Z39.50', and 'Delete'.

8d. Subject headings are decided upon by the alternative libraries collective. Do not add subject headings beyond the list provided without consulting with the rest of the collective. If there are words you think are important, add them to the "Keywords" instead.

8e. You do not need to add a Class number

9. Click on the **ellipses** to select the language of the item. Use the + sign to add multiple languages. If the item has been translated and you know the original language, you can add that too.

The screenshot shows a software interface for managing library records. At the top left, there is a collapsed section for 'Language of publication'. Below it, under 'Language of publication', there is an entry 'English' with an 'X' button, a purple '+' button, and a purple '...' button. Under 'Original language', there is an empty input field with a purple '+' button and a purple '...' button. At the bottom left, there are collapsed sections for 'Link (electronic resources)', 'Main entry', and 'Management data'. At the bottom right, there are buttons for 'Cancel', 'Save', 'Replace with...', 'Duplicate', 'Replace with Z39.50', and 'Delete'.

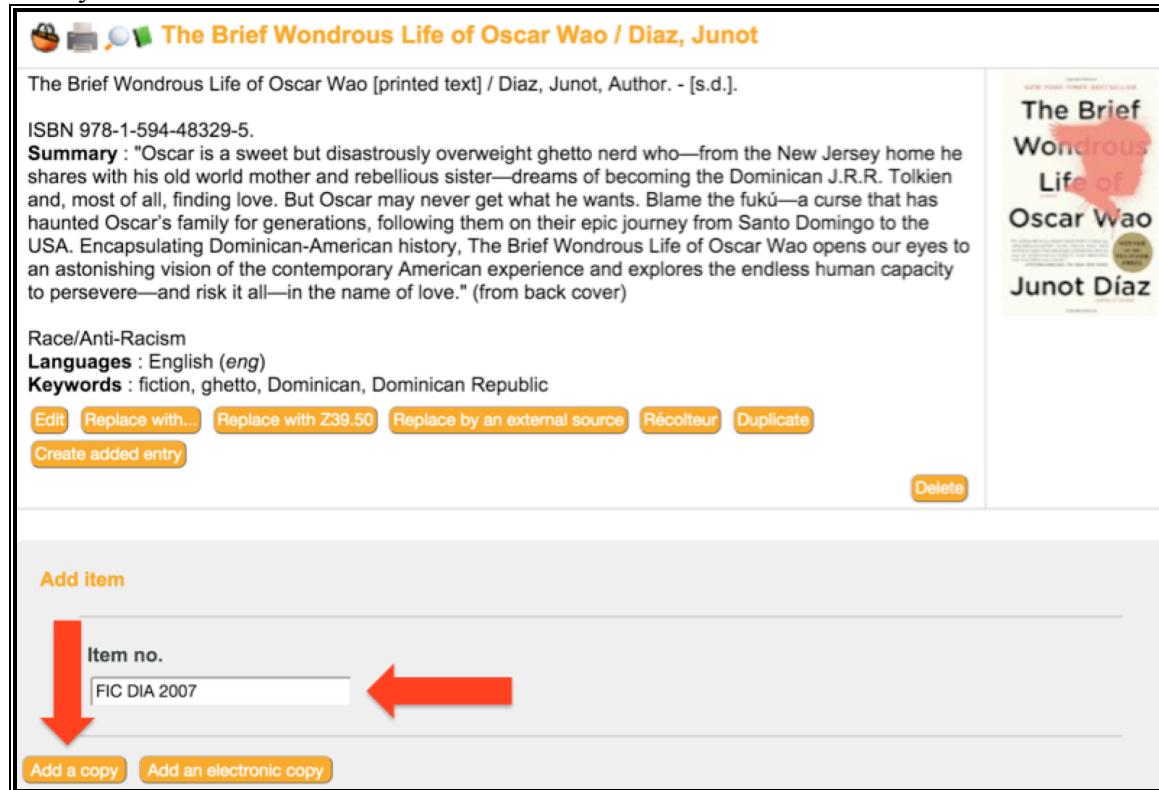
10. You can ignore the last 3 sections and save.

This is a record for the book/DVD/Zine **in general**. You now must add info about the specific item/copy to YOUR LIBRARY.

Adding an Item/Copy to Your Library

So far we've provided general information about the resource. We know need to add a copy to each library that has it.

- 1) In the box that says “**Item no.**” type the call number you will use for the item at your library:



The Brief Wondrous Life of Oscar Wao / Diaz, Junot

The Brief Wondrous Life of Oscar Wao [printed text] / Diaz, Junot, Author. - [s.d.]

ISBN 978-1-594-48329-5.

Summary : "Oscar is a sweet but disastrously overweight ghetto nerd who—from the New Jersey home he shares with his old world mother and rebellious sister—dreams of becoming the Dominican J.R.R. Tolkien and, most of all, finding love. But Oscar may never get what he wants. Blame the fukú—a curse that has haunted Oscar's family for generations, following them on their epic journey from Santo Domingo to the USA. Encapsulating Dominican-American history, The Brief Wondrous Life of Oscar Wao opens our eyes to an astonishing vision of the contemporary American experience and explores the endless human capacity to persevere—and risk it all—in the name of love." (from back cover)

Race/Anti-Racism
Languages : English (eng)
Keywords : fiction, ghetto, Dominican, Dominican Republic

Edit Replace with... Replace with Z39.50 Replace by an external source Récolteur Duplicate Create added entry Delete

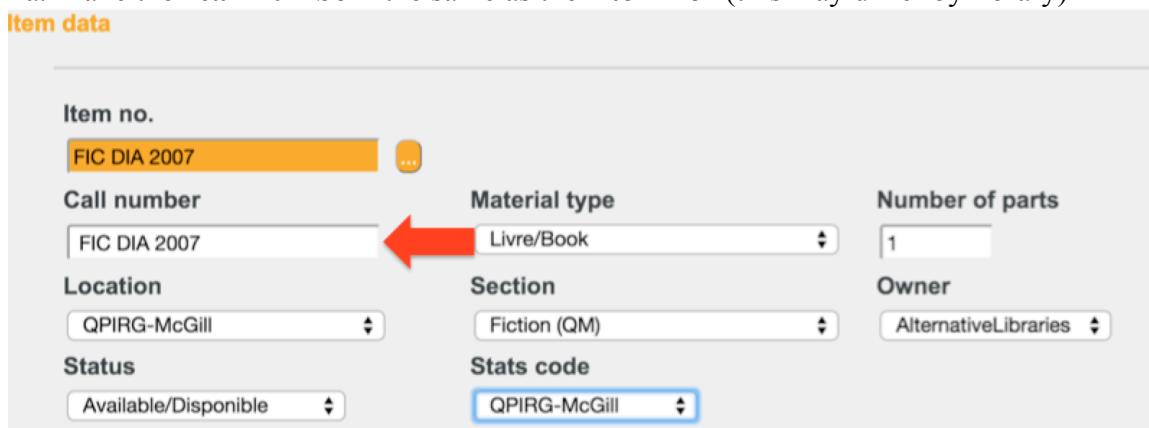
Add item

Item no. FIC DIA 2007

Add a copy Add an electronic copy

- 2) There are **five fields** you will need to fill out for the item:

- 2a. Make the “**call number**” the same as the “**item no**” (this may differ by library)



Item data

Item no. FIC DIA 2007	Material type Livre/Book	Number of parts 1
Call number FIC DIA 2007	Section Fiction (QM)	Owner AlternativeLibraries
Location QPIRG-McGill	Status code Available/Disponible	
Status Available/Disponible	Stats code QPIRG-McGill	

2b. Change it to the correct “**Material type**”

Item data

Item no.	FIC DIA 2007	Call number	Livre/Book	Number of parts
Location	QPIRG-McGill	Section	Fiction (QM)	Owner
Status	Available/Disponible	Stats code	QPIRG-McGill	
Copy message				

2c. Change **location** to your library.

Item no.	FIC DIA 2007	Call number	Livre/Book	Number of parts
Location	QPIRG-McGill	Section	Fiction (QM)	Owner
Status	Available/Disponible	Stats code	QPIRG-McGill	
Copy message				

2d. Change it to the **section** the book is in for your library

Item data

Item no.	FIC DIA 2007	Call number	Livre/Book	Number of parts
Location	QPIRG-McGill	Section	Fiction (QM)	Owner
Status	Available/Disponible	Stats code	QPIRG-McGill	AlternativeLibraries
Copy message				

2e. Change the “**Stats code**” to your library

Item data

Item no.	FIC DIA 2007	...			
Call number	FIC DIA 2007	Material type	Livre/Book	Number of parts	1
Location	QPIRG-McGill	Section	Fiction (QM)	Owner	AlternativeLibraries
Status	Available/Disponible	Stats code	QPIRG-McGill		

3. You don't need to fill out anything else. Click save! The item is now ready to be checked-out from your library.

Each library can have their own item listed for a DVD/Book/Zine. If a library already has a copy of what you're adding, simply add another item

Santo Domingo to the USA. Encapsulating Dominican-American history, The Brief Wondrous Life of Oscar Wao opens our eyes to an astonishing vision of the contemporary American experience and explores the endless human capacity to persevere—and risk it all—in the name of love." (from back cover)	
Race/Anti-Racism Languages : English (eng) Keywords : fiction, ghetto, Dominican, Dominican Republic	
<input type="button" value="Edit"/> <input type="button" value="Replace with..."/> <input type="button" value="Replace with Z39.50"/> <input type="button" value="Replace by an external source"/> <input type="button" value="Récolteur"/> <input type="button" value="Duplicate"/> <input type="button" value="Create added entry"/>	

Copies:

No.	Cote	Localisation	Section	Status	Support	
FIC DIA 2007	FIC DIA 2007	QPIRG-McGill	Fiction (QM)	Available/Disponible Available	Livre/Book	

Add Item	
Item no.	<input type="text" value="RAC DIA 2007"/>
<input type="button" value="Add a copy"/> <input type="button" value="Add an electronic copy"/>	

Fill out the info for your library and save

Item data

Item no.			
RAC DIA 2007	...		
Call number	Material type	Number of	
RAC DIA 2007	Livre/Book	←	
Location	Section	Owner	
Centre for Gender Advocacy	Race	← Alternative	
Status	Stats code		
Available/Disponible	CGA	←	

There are now 2 items listed under this book. One at each library. You can do the same thing for multiple copies of a book at one library

 The Brief Wondrous Life of Oscar Wao / Diaz, Junot

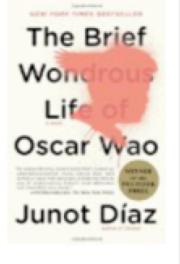
The Brief Wondrous Life of Oscar Wao [printed text] / Diaz, Junot, Author. - [s.d.].

ISBN 978-1-594-48329-5.

Summary : "Oscar is a sweet but disastrously overweight ghetto nerd who—from the New Jersey home he shares with his old world mother and rebellious sister—dreams of becoming the Dominican J.R.R. Tolkien and, most of all, finding love. But Oscar may never get what he wants. Blame the fukú—a curse that has haunted Oscar's family for generations, following them on their epic journey from Santo Domingo to the USA. Encapsulating Dominican-American history, The Brief Wondrous Life of Oscar Wao opens our eyes to an astonishing vision of the contemporary American experience and explores the endless human capacity to persevere—and risk it all—in the name of love." (from back cover)

Race/Anti-Racism
Languages : English (eng)
Keywords : fiction, ghetto, Dominican, Dominican Republic

[Edit](#) [Replace with...](#) [Replace with Z39.50](#) [Replace by an external source](#) [Récolteur](#) [Duplicate](#)
[Create added entry](#)

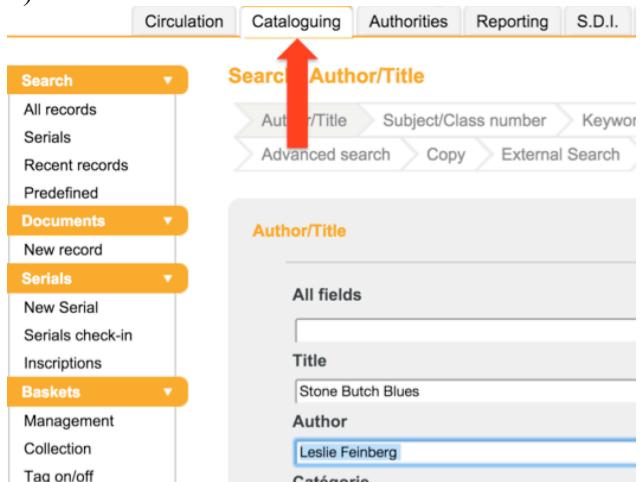


Copies:

No.	Cote	Localisation	Section	Statut	Support	
FIC DIA 2007	FIC DIA 2007	QPIRG-McGill	Fiction (QM)	Available/Disponible Available	Livre/Book	
RAC DIA 2007	RAC DIA 2007	Centre for Gender Advocacy	Race	Available/Disponible Available	Livre/Book	

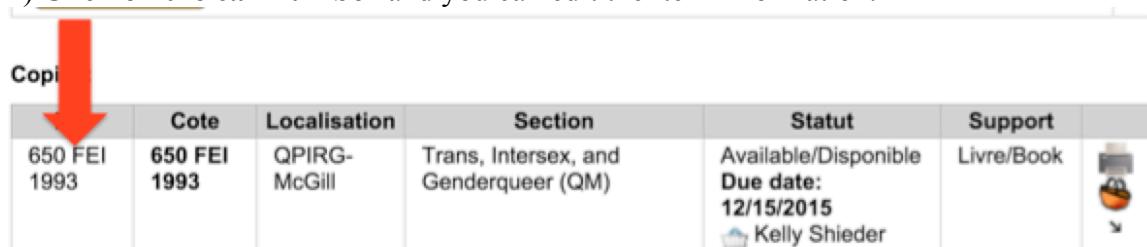
Changing information for an item in your library

1) Search for the item



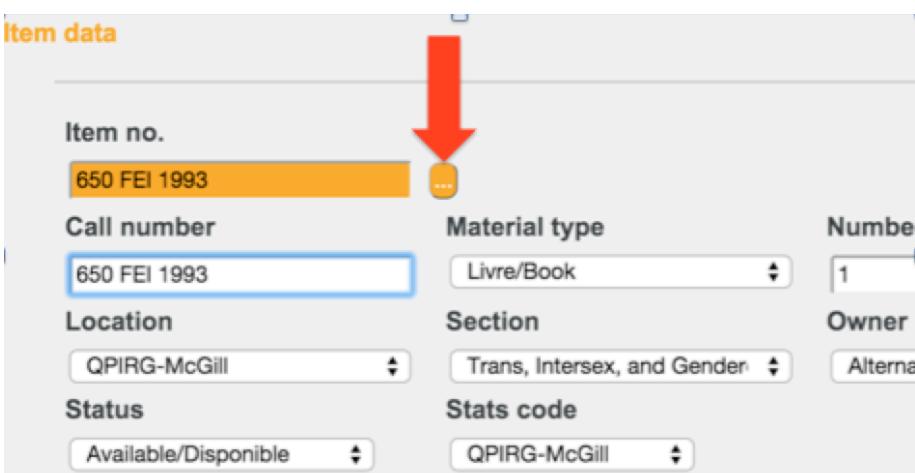
The screenshot shows the Cataloguing tab selected in the top navigation bar. On the left, there's a sidebar with dropdown menus for Search, Documents, Serials, and Baskets. The 'Serials' menu is currently active. The main search area has a dropdown for 'Search' set to 'Author/Title'. Below it are tabs for 'Author/Title', 'Subject/Class number', and 'Keyword', with 'Author/Title' being the active tab. There are also links for 'Advanced search', 'Copy', and 'External Search'. The search form itself has fields for 'Title' (containing 'Stone Butch Blues'), 'Author' (containing 'Leslie Feinberg'), and 'Category'.

2) Click on the call number and you can edit the item information.



The screenshot shows a table of item details. The 'Call number' column contains '650 FEI 1993'. Other columns include 'Cote' (650 FEI 1993), 'Localisation' (QPIRG-McGill), 'Section' (Trans, Intersex, and Genderqueer (QM)), 'Statut' (Available/Disponible), 'Due date' (12/15/2015), 'Support' (Livre/Book), and a small icon.

3) To change the “item no. “, you will need to click ellipses



The screenshot shows the 'Item data' editor. It has several fields: 'Item no.' with the value '650 FEI 1993' (with a red arrow pointing to it), 'Call number' (containing '650 FEI 1993'), 'Material type' (set to 'Livre/Book'), 'Number' (set to '1'), 'Location' (set to 'QPIRG-McGill'), 'Section' (set to 'Trans, Intersex, and Gender'), 'Status' (set to 'Available/Disponible'), 'Stats code' (set to 'QPIRG-McGill'), and 'Owner' (set to 'Altern').