

# Marc Records

## Adding books to your collection

1. Look to see if title already exist in the Bellingham School District
  - a. From the catalog tab in Destiny, search all of Bellingham School District to see if title exists. (Library Search *left menu* and **look in** “Bellingham School District” *drop down menu*)
    - i. **Yes** - See “Adding copy of title to collection” instructions.
    - ii. **No** – Check to see if there is a Z source title record for the book.
      1. In the catalog tab, click “Add Title” from left menu and search by title, author, or ISBN number to see if a record exists in our database.
        - a. **Yes** – use title record that most closely matches the book and see “Adding copy of title to collection” instructions.
        - b. **No** – Send the book to the District Cataloger at Roeder
2. Adding copies of title to collection
  - a. From the title record page click on “Add Copies” from the right hand menu.
    - i. Fill in your library catalog information (barcode, call number, cost, and circulation type) and save.
    - ii. Process book with bar code sticker, spine label and book stamps.

## Adding Equipment to your collection

1. Look to see if there is already a title record that will work.
  - a. From Catalog tab -> Add Title, change find to equipment from drop down menu, and type term (Camera, LCD projector, Laptop etc.) and see if record exists.
    - i. **Yes** – See “Adding copy of title to collection” instructions above.
    - ii. **No** – Add a brief title record (make it as generic as possible) Make & Model for example. Then follow the instructions for adding a copy of title to collection.
  - b. Make sure that you change the circulation type on your copy record to reflect what the equipment is, and if students should be able to see & checkout.

**Adding Kits to your collection** (same instructions for adding Equipment, but you are looking for Kits in the drop down menu)