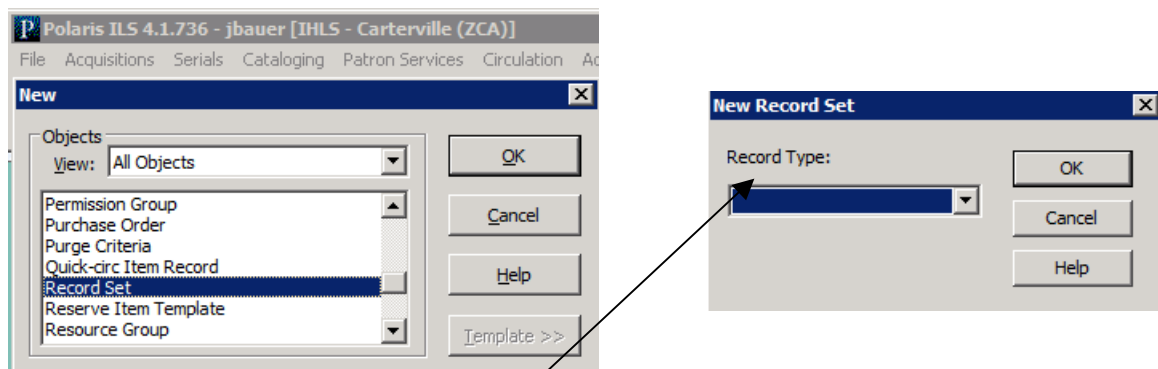


Catalog Record Sets

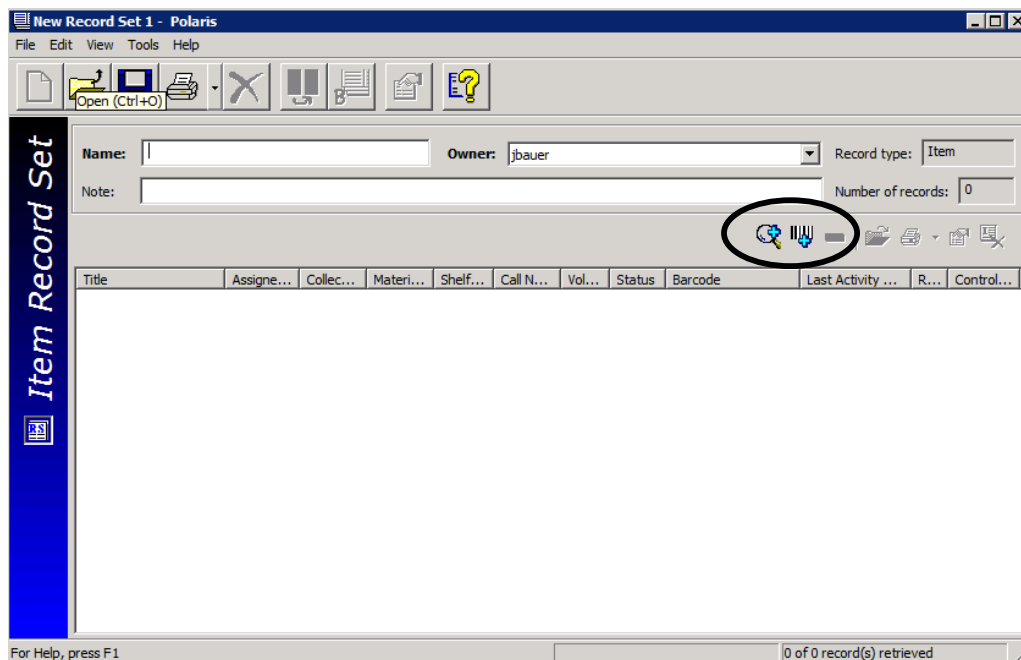
Record sets allow you to group records together to print a list, make bulk changes, mass delete items, etc. Record sets can be item, bibliographic or authority. You will deal primarily with item, but if you are doing displays or collection development, bibliographic records sets are useful.

To make a record set:

1. Choose the New (piece of paper) icon and Record Set from the menu.



2. Choose type of record.
3. Input name; change owner to your branch if you wish to share with others.



- From the Cool Bar, choose the Add by Barcode or Add by Find. If by barcode, scan in your items. If by find, look up the items you need by doing a search.

Item Records - Barcode Find Tool

File Edit Tools Options Help

General Settings Scoping Branches Collections Databases

Object: Item Records Limit by: (None)

Search by: Barcode Value:

Type: Exact match (explicitly truncated)

Sort by: (None)

For: 31202*

Search Mode
☒ Normal
☐ Power
☐ SQL
☐ Count Only

Search
 Stop
 New Search
 Clear
 Help

Title	Assig...	Colle...	Mate...	Shelf...	Call ...	V...	Status	Barcode	Last Activi...	R...	Co...
How baseball works	Decat...	Juve...	Book		J796...		In	31202007525...	6/30/2012	F..	2
Attack of the killer vi...	Decat...	Juve...	Book		J778...		In	31202007525...	1/25/2010	F..	86...
Profit. The complete...	Decat...	DVD ...	DVD		DVD ...		In	31202007691...	7/3/2012	F..	87...
Hidden Mountain	Decat...	Juve...	Book		J-pb		In	31202007390...	9/15/2008	F..	87...
Werewolves don't r...	Decat...	Juve...	Book		J-pb		In	31202007390...	6/11/2012	F..	87...
The mystery of the ...	Decat...	Juve...	Book		J-pb		In	31202007390...	6/16/2012	F..	87...
Angel : love and death	Decat...	Youn...	Book		J-pb		In	31202007382...	8/21/2010	F..	87...
Book of the dead	Decat...	Youn...	Book				n	31202007382...	6/1/2011	F..	87...
Dearest Debbie: In ...	Decat...	Non...	Book				n	31202000000...	11/3/2009	F..	87...
Rashomon, and oth...	Decat...	Fictio...	Book				n	31202000000...	10/16/2010	F..	87...
Run scared.	Decat...	Fictio...	Book				n	31202000000...	5/6/2009	F..	87...
Inspector Ghote cau...	Decat...	Myst...	Book		Fictio...		In	31202000000...	10/30/2009	F..	87...
Where the lost April...	Decat...	Fictio...	Book		Fiction		In	31202000000...	10/25/2011	F..	87...
The Heatherton heri...	Decat...	Fictio...	Book		Fiction		In	31202000000...	3/4/2012	F..	87...
Under the eye of th...	Decat...	Fictio...	Book		Fiction		In	31202000000...	8/14/2007	F..	87...
A white bird flying	Decat...	Fictio...	Book		Fiction		In	31202000001...	5/15/2012	F..	87...

Done Close on Select 32 of 10000 recor

- Highlight the desired barcodes, right click and select. Record set is populated and now you can save the record set.