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.
4. 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.

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