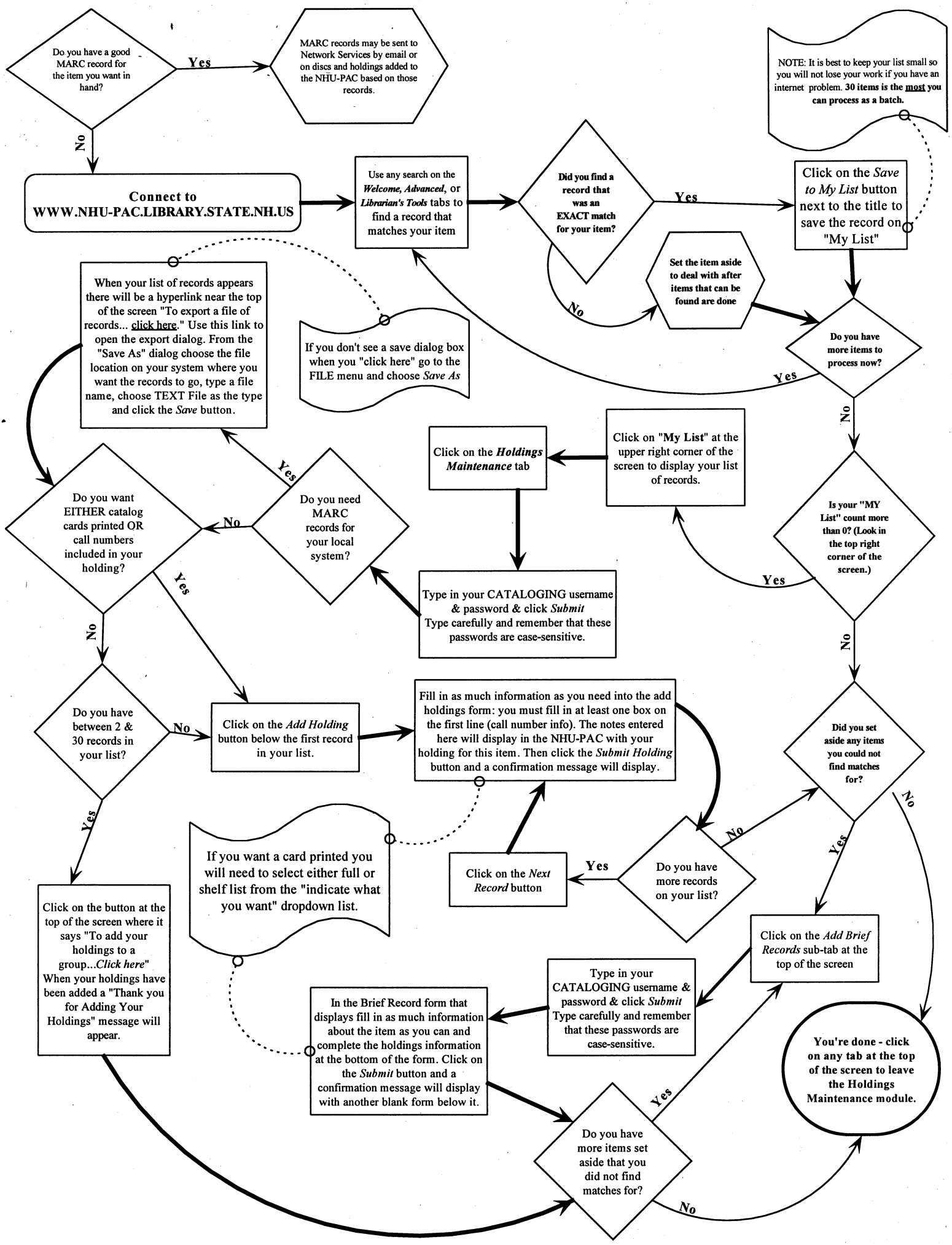
Do you have a good MARC record for the item you want in hand?
Yes
MARC records may be sent to Network Services by email or on discs and holdings added to the NHU-PAC based on those records.
No
Connect to WWW.NHU-PAC.LIBRARY.STATE.NH.US
Use any search on the Welcome, Advanced, or Librarian's Tools tabs to find a record that matches your item
Did you find a record that was an EXACT match for your item?
Yes
Click on the Save to My List button next to the title to save the record on "My List"
NOTE: It is best to keep your list small so you will not lose your work if you have an internet problem. 30 items is the most you can process as a batch.
No
Set the item aside to deal with after items that can be found are done
Do you have more items to process now?
Yes
No
Click on "My List" at the upper right corner of the screen to display your list of records.
Click on the Holdings Maintenance tab
Type in your CATALOGING username & password & click Submit
Type carefully and remember that these passwords are case-sensitive.
Is your "MY List" count more than 0? (Look in the top right corner of the screen.)
Yes
No
Do you need MARC records for your local system?
Yes
No
When your list of records appears there will be a hyperlink near the top of the screen "To export a file of records... click here." Use this link to open the export dialog. From the "Save As" dialog choose the file location on your system where you want the records to go, type a file name, choose TEXT File as the type and click the Save button.
If you don't see a save dialog box when you "click here" go to the FILE menu and choose Save As
Do you want EITHER catalog cards printed OR call numbers included in your holding?
Yes
No
Do you have between 2 & 30 records in your list?
No
Yes
Click on the Add Holding button below the first record in your list.
Fill in as much information as you need into the add holdings form: you must fill in at least one box on the first line (call number info). The notes entered here will display in the NHU-PAC with your holding for this item. Then click the Submit Holding button and a confirmation message will display.
Click on the button at the top of the screen where it says "To add your holdings to a group...Click here" When your holdings have been added a "Thank you for Adding Your Holdings" message will appear.
If you want a card printed you will need to select either full or shelf list from the "indicate what you want" dropdown list.
Click on the Next Record button
Yes
Do you have more records on your list?
No
Yes
Did you set aside any items you could not find matches for?
No
Yes
Click on the Add Brief Records sub-tab at the top of the screen
Type in your CATALOGING username & password & click Submit
Type carefully and remember that these passwords are case-sensitive.
In the Brief Record form that displays fill in as much information about the item as you can and complete the holdings information at the bottom of the form. Click on the Submit button and a confirmation message will display with another blank form below it.
Do you have more items set aside that you did not find matches for?
Yes
No
You're done - click on any tab at the top of the screen to leave the Holdings Maintenance module.