

# Inputting for Print Monographs (LTS Procedure #3) - FOLIO

**Scope:** This procedure provides guidelines for inputting instance (bibliographic) records into FOLIO's Inventory app for newly acquired print monographs when no other cataloging copy is available. .

Also see [Distribution of Non-Fastcat Books after Receiving/Inputting \(LTS Procedure #52\)](#) and [CUL Locations Requiring Special Treatment \(LTS Procedure 4c\)](#) .

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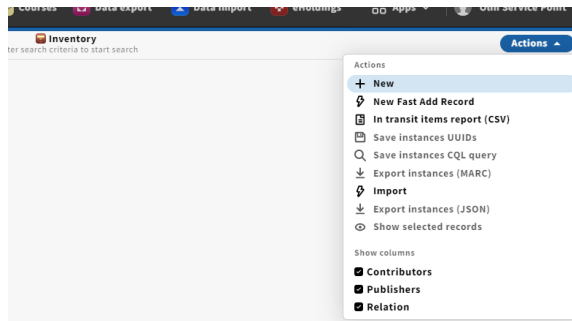
**Date of next review:** June 2024

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## Create a New Preliminary Instance Record

In the Inventory app default Actions menu, select "New"

(For more information see: Inventory: [Inputting and Updating non-MARC bibliographic \(Instance\) records](#))



**Add the following elements:**

### Administrative Data

**Instance status term:** Uncataloged

**Mode of issuance:** single unit or multipart monograph (as appropriate)

**Statistical code if applicable** (e.g., source codes) ( see Source Information For The 948 Field in the [Local Tags used in Voyager \(LTS Procedure #97\)](#) document, which needs updating for FOLIO)

Add a **Administrative note** using the appropriate macro for inputting.

### Title Data

**Resource title:** the title exactly as it appears (with initial articles) on the preferred source (title page, cover, other source)

**Index title:** copy and paste the Resource title, removing any initial articles

**Alternative titles:** add any variant titles that might be needed for identification or access; use default type "other title". Examples may include cover titles, spine titles, and titles in vernacular characters that have been transliterated in the Resource title field.

**Series titles:** enter the series title as it appears on the piece; entering numbering if available, preceded by a semicolon

## Identifiers

Add any available identifiers from the piece in hand (such as ISBN)

## Contributors

These are the equivalent of 1xx and 7xx fields for authors, editors, illustrators, etc.

Enter the Name and Name type only, using the authorized form of names, if available, *minus any subfield indicators*

Name type: **Personal name**

Dimsdale, Marcus Southwell.

Adams, W. A.

Nash, Ogden, 1902-1971.

Name type: **Corporate name**

Cornell University. Department of Music.

Name type: **Meeting name**

International Symposium on Electronic Engineering (2nd : 1985 : San Francisco, Calif.)

International Symposium on Electronic Engineering (1985

## Descriptive Data

**Publications:** Enter the Publisher and Place as they appear on the piece. Enter the Publication date. You can leave Publisher role blank.

**Editions:** Enter an edition statement only if it appears on the piece.

**Physical descriptions:** enter pagination and other significant physical information here

Pagination: Include each numbered sequence

## Other Elements

**Resource type:** Select "text"

**Format:** Select "unmediated – volume"

(Resource type + format correspond to the MARC 336, 337, 338 fields)

**Languages:** Select the appropriate language(s) to indicate the language of the resource

Select **"Save and close"**

In the lower right corner

^ Title data

Resource title \*

Title page title exactly as it appears on the piece : subtitle if there is one / Statement of responsibility

Alternative titles

Type \*

Other title

Alternative title \*

Other title needed for access/retrieval

Add alternative title

Index title

Title page title exactly as it appears on the piece : subtitle if there is one

Series statements

Series title from series title page : series numbering

Add series

^ Identifier

Identifiers

Type \*

ISBN

Identifier \*

ISBN (with or without hyphens)

Add identifier

^ Contributor

Contributors

Name \*

Daniels, Laura E.

Name type \*

Personal name

Type

Select type

Type, free text

Primary

Make primary

Cornell University Library.  
Library Technical Services  
Department.

Corporate name

Select type

Make primary

Add contributor

^ Descriptive data

Publications

Publisher

Cornell University

Publisher role

Place

Ithaca, NY

Publication date

2021

Add publication

Editions

Edition

2nd revised edition

Add edition

Physical descriptions

Physical description

xiv, 54 pages : illustrations ; 28 cm

Add description

Resource type \*

text

Nature of content

Add nature of content

Formats

Format

unmediated – volume

Add format

Languages

Language \*

English

Add language

Save and close

## Create a Holdings Record

In the detailed view of the instance record you just created, select "Add holdings"

(For more information see: [Inventory: Holdings Records](#))

**Add the following elements:**

**Holdings type**

**Permanent location**

**Holdings statement if applicable (e.g., for multivols)**

*N.B. The first or subsequent volume of a multi-vol set that lacks subject headings should be sent to storage.*

## Holdings notes

Add a Staff only note with the appropriate storage code (See [Storage Codes Chart \(LTS Procedure #3a\)](#))

Select "Save and close"

Instance record (text)

Title page title exactly as it appears on the piece : subtitle if there is one / Statement of responsibility

Add holdings

Holdings type

Monograph

Add statistical code

Location

Holdings location

Permanent

Library Tech Services (cts)

Location look-up

Temporary

Select location

Location look-up

Holdings notes

Note type

Note

Note

0650

Staff only

☒

Transaction data

date:20210624 ttype:j userid:lew235

☒

Add note

Title page title exactly as it appears on the piece : subtitle if there is one / Statement of responsibility

Holdings: Library Tech Services >

View holdings

Add item

0

Add holdings

Item HRID

Barcode

31924etc.

Accession number

Item identifier

Add former identifier

Add statistical code

Item data

Material type \*

Book

Copy number

only if applicable

## Create an Item Record

Select "Add item" (next to "View Holdings")

(For more information see: [Inventory: Item Records](#))

**Add the following elements:**

**Barcode (see [LTS Procedure #12](#))**

**Material type: Book**

**Copy number (only if applicable)**

**Enumeration (only if applicable, e.g., v.1)**

**Permanent loan type**

Select "Save and close"

^ **Loan and availability**

**Permanent loan type \***

Circulating ▼

**Temporary loan type**

Select loan type ▼

**Status**

Available

## Final Steps

- Write the FOLIO Holdings HRID and, when appropriate, the storage code, on the flyer
- Put the item on the appropriate truck in Physical Processing