

Fastcatting Added Copies and Added Locations (LTS Procedure 3d - FOLIO)

Scope: This document outlines the special actions for adding extra copies of books to either the same collection as the previous copy (**added copy**), or to a different collection (**added location**). It applies only to materials that can be fast-cataloged, per the criteria outlined in [LTS Procedure 3c](#).

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A. Added Copy: When a selector decides to add additional copies of a book to a particular library location that already holds 1 or more copies.

1. Search the **Instance** in FOLIO. There should be a Holdings already visible for the previous copy.
2. Click the large "Add Holdings" button



3. Follow the regular Fastcat steps for the **Holdings Type** and **Permanent Location** fields, and then enter the appropriate **Copy number** for the piece in-hand, along with the appropriate **Call number type** and **Call number** information. Click **Save and Close**.



4. In the **Holdings Notes** section, add the Transaction Data note with for the Added copy transaction, making sure to click the **Staff** only box after the **Note** field. The **MACRO** to do this automatically is „a (comma comma A).



5. Click **Save and close**,
6. From the **Instance** record, next to the Holdings you've just added, click the **Add Item** button. There should be a little zero (0) next to it, to show that an Item hasn't been created already



7. Create the Item record according to regular procedures, (i.e. filling in the **Barcode**, **Material Type**, and **Loan type**), but add the same **Copy number** from the Holdings to the Item **Copy number** field.



8. Click **Save and Close**.
9. When writing the call number in the book, add a final line with the appropriate copy number, designated by a "c. ". like so:

ASIA

PL

3988

K567

P47

1994

c.2

B. Added Location: When a selector decides to add an additional copy of a book to a location OTHER than that of the previously-held copy or copies:

1. Search the **Instance** in FOLIO. There should be a Holdings already visible for the previous copy.
2. Click the large "Add Holdings" button



3. Set the **Holdings type** and **Permanent Location** fields as normal, and fill in the **Call number** fields as you normally would.

- **NOTE:** It is NOT necessary to enter Copy Numbers for added locations, either in the Holdings record, OR in the Item Record.

4. In the **Holdings Notes** section, add the **Transaction Data** note with for the **Added location transaction**, making sure to click the **Staff** only box after the **Note** field. The **MACRO** to do this automatically is „I (comma comma L)

^ Holdings notes

Note type	Note
Transaction data	date:20210903 ttype:I user:pcal ploc:its
Add note	

5. Click **Save and close**,

6. From the **Instance** record, next to the Holdings you've just added, click the **Add Item** button. There should be a little zero (0) next to it, to show that an Item hasn't been created already



7. Create the Item record according to regular procedures, (i.e. filling in the **Barcode**, **Material Type**, and **Loan type**). Do not add any copy numbers or additional information.

8. Click **Save and Close**.

9. Write the **call** number in the book as normal, with the location code at the top, and without any copy numbers at the end.

C. CUL Libraries that take Added Location items by default:

In most cases, CUL will not duplicate or add items similar to those already held in the collection (e.g. newer printings of identical content). Below is a list of libraries that are exceptions to this rule, and will accept items to their collections that may duplicate other items in the CUL collection.

- Africana
- Conservation
- Rare items (any RMC location, or any location with ",rare" as a sub-location)
- Vet