



BOOKMARK FACT SHEET

Cataloguing Multiple Copies

July 2020

In Bookmark, every copy of every title has its own complete set of cataloguing data. This allows copies to vary slightly.

Multiple copies are copies of the same title and author. They can have different ISBNs, different edition statements and other variations.

Multiple copies of a title are "linked". All copies share the same "linking number" which is an item number of one of the copies.

The reservation system relies on correct linking. All reservations are first made against the item with the linking number. Only when the items are returned and go on hold, is their own item number used.

Copies can be created by manually cataloguing or when importing MARC records.

Manual Entry – creating one copy

Catalogue the first copy of a title. After that copies can be created easily.

- In AddEdit Items, bring up the already-saved title.
- Click on the COPY button at the top or press the F5 key.
- In the popup window enter the copy's barcode or item number. Click OK
- The copy is made to the new item number and is automatically linked. Save.
- Alternately, enter the new copy's item number or barcode first, then click on COPY to find an existing entry.
- Data is copied from the existing copy to the new record. Again, Save.

Manual Entry – Adding many copies at one time

- Again, catalogue one copy and save.
- Bring the up in AddEdit Items.
- Click on the BLOCK COPY at the top.
- In the popup window scan in the barcodes or all other copies. Click OK. All the copies are made and saved and linked.
- Alternate: in the same popup window, click on *Copy using range*.
- Enter the first item number then last item number of the range for the copies. Click on Go.

Importing – Adding copies

- Begin importing as normal.
- When the title appears, enter its barcode or number.
- Click on the COPIES button.
- Scan in every copy's barcode or type their item numbers. Click OK.
- When the title is saved, all copies are created and linked.

Linking Multiple Copies

Sometimes copies are entered separately but not by using the above copy functions. These items may be unlinked but should be linked. They can be "re-linked".

- In Cataloguing, click on the Linking button.
- Enter a word or two from the title to list all the copies.
- Tick every copy.
- Click on the RELINK button at the top.

Copy Cataloguing – Do not Link if not real copies

Bookmark allows records to be "copy catalogued". These may be part of a set or series which have similar data, but the titles are different. Copying a record can be a faster way of cataloguing the items. If the titles are different, they are not copies and should not be linked. (They can be unlinked in AddEdit Items or Linking.) Before saving, click on the UNLINK button. This can be done even after saving.

Do not link items with different titles.

The LINK section can also be used to check for incorrectly linked items and similar titles that are not linked.