

## Copy Cataloging in Verso NWKLS Verso Consortia

It is important for all member library staff to follow these procedures for copy cataloging to prevent duplicate records. Duplicate records make it difficult for patrons and staff to search the catalog, which in turn causes frustration and wasted time. Help us keep our catalog clean and organized.

1. Login to Verso
2. Click on “Your Account” and change “Default Scoping Level” to “All Libraries”
  - a. This allows you to see the records from other NWKLS member libraries
3. Perform a search in Verso
  - a. An ISBN search is recommended (If this does not find results, do an advanced search with Title and Author)
  - b. Do not click on “Cataloging Resources”
    - i. You will click on “Cataloging Resources” if you do not find anything on the first search

The hierarchy for copy cataloging in Verso is—use NWKLS or NWKLS member library records **first** and records from “Cataloging Resources” second.

We do not want member libraries to search using “Cataloging Resources” on the first search for an item as this adds records from other libraries and will cause more confusion in finding NWKLS member library records.

4. Click on the item that matches the item you are cataloging
  - a. It is important to make sure that you use the appropriate record for your material type (Use a CD record for a CD)
  - b. Make sure the details in the record match your copy of the item

If a record seems to be incorrect or is not complete, you are welcome to adjust the record. No one will care if the record is changed if it is changed for the better. We would rather have the library change the record than go and import a different record. If you need training on changing bibliographic records, please contact NWKLS.

5. Click on “Edit Bib Record”
6. This will open another window
7. If there is no need for changes, add your holding to the record by clicking on the HLD button in the middle of the bar near the top of the screen
8. Add your barcode, material type, location, call number, and any other information you have determined to add
9. Click “OK”
10. This will create an HLD field on the record (The location does not matter)
11. Click on the yellow barrel on the left-hand side of the top bar
  - a. This will save the update to the record
12. Close the record window

If you were unable to find a record, go back and check mark “Cataloging Resources” and follow steps 5-12.