Adding Titles

Adding a Title for an unprocessed book takes a lot of time so carefully consider whether any student or teacher will check the book out. If you have any doubt, do not add it!

Step 1: Go to Catalog->Add Title->and scan the ISBN on the back of the book.

Note: If the ISBN is not on the back of the book as a barcode, type it in manually or look for the ISBN on the Title page.

Step 2. Choose a complete record with a House Icon.
For example, I would choose option 1 with the red house icon. The icon indicates another school has already downloaded this Title record and I am adding a copy to it. I would NOT choose option 2 because it has no publisher listed, place of publication, page count, etc. It is an incomplete record.

Note: If the red house icon does not appear, choose A+. If you have multiple records with the red house icon with different publication dates and publishers, look in your book and select the one that matches. If you don’t see any records come up, click on Z-Results and wait a few minutes for a record to appear from Library of Congress, etc.

Step 3. Click on the Title of the book and then click Add Copy.

Use Avery 5160 Labels

Or you can order unassigned (dummy barcodes) from Follett for about $70 for 1000. Contact KTayler@follett.com to do this.


For nonfiction books, use the numbers recommended by Follett Alliance Plus to the first prime (/). For example, if using the Book, *Thinking Critically: Police Powers*, you would put in this call number: **363.2 NAK**

You would enter the numbers up to the slash/prime mark and then, add the first three letters of the author’s last name. If there is no call number listed, look at what the majorities of other libraries have done under Copies, or email me at LEllis3@schools.nyc.gov