This procedure outlines how to do quick cataloging for a physical item using Quick Cataloging. The item is created on a NEW bibliographic record. This method allows the item to circulate.

In **ALMA main menu**

1. Under Resource Management – Create Inventory – **Add Physical Item** [click]
2. The Choose Holding Type window appears.

   Select Type = **New** and Citation Type = **Book** (or Article)
   Click **Choose**

3. You will see the **Quick Cataloging** screen.

   Supply the following for **Resource Information**
   
   **TITLE (required)**   **Author**   **Edition (if applicable)**
   
   **Publication date**   **Call number (from spine or for VP Reserve – the course number)**

   Supply the following for **Item Information**
   
   **Library (req’d)**   **Location (req’d)**   **Barcode (req’d)**
   
   Material type ; Item policy are optional and determined by your library

   Click **Save**

   The item will have a system supplied Work Order attached to it. You need to delete this Work Order to proceed.
4. Delete the Work Order

Immediately after you have created the brief record, you will see the title listed in the **All Titles** screen. If you have navigated away from this screen, you can return via a title or barcode search.

Navigate to the item record by clicking on **More Info**. A small menu appears.

Click on the number next to **Work Orders**. (The blue arrow incorrectly points to Reminders)

You will see the Work Order listed. If there is more than one Work Order, make sure you are working with the one that says **Managed By Library: Van Pelt Library**
**Managed By Desk: Van Pelt Reserve Desk**

Click **Cancel**. You will see the Confirm Request Cancellation screen.

Cancellation reason = Request was changed due to update
Cancellation note = [leave blank]

Click **Confirm**.

The item is now available for circulation.

Katia Strieck 9/28/2017; Customized for VP Reserve by LARowland 6/26/2018
Use the course code as the call number for personal copies. If there is more than one personal copy for a course, the course code will be followed by a dash and consecutive numbers. For example:

Signing Naturally Units 1-6: Call number LING071-1
Signing Naturally Units 7-12: Call number LING071-2

Create a record in Ares as follows:
Create a card for the item. Be sure to include the semester in the upper right hand corner.

Use yellow tape to create a call number label for the item. Shelve with the current semester’s personal copies in the Reserves stacks.

**Weeding at the end of the Semester**

1) Check in Ares to make sure that the item is not currently on reserve for any other courses by doing a title search in “Item Information”.
2) If it is not currently on reserve, look on the card in the front of the book to find the instructor’s name. Search for the instructor’s user record in Ares to locate their email address.
3) Send an email to the instructor by copying the email template in the vpreserv@pobox.upenn.edu Drafts folder or from this document. Subject line should be: Personal Copy at Van Pelt Reserve Desk - Response Requested
Dear Faculty Member,

We currently have a book that is your own personal copy on reserve at the Van Pelt Reserve Desk:

Title: 
Author: 
Edition: 
Course: 

Would you like this book to remain on reserve or would you like us to take the book off of reserve so that you may pick it up? Please respond within one week of the date of this email. If we do not hear from you, we will consider the book a donation to the library’s collection and process it accordingly.

Best regards,
Van Pelt Reserves Staff

4) Place a flag in the book indicating that you emailed the instructor and include the date.
5) When the instructor responds, move their email into the appropriate folder in the vpreserv inbox.
   a. Keep on reserve – make a note on the card that the instructor wants the item to stay on reserve. Include the date.
   b. Remove from reserve – put a work order on the Alma record (use “withdraw/reinstate” work order and create a note letting Metadata staff know that the record should be deleted). Remove yellow tape. Place on Reserve shelf labeled: Ready for Pick-up.
   c. No response – Donation (place in donation bin at Circulation)