

## **Cataloging in SIRSI K-12**

**If your building already owns an item and the call number will be exactly the same-**

You will Add Copy

**If your building already owns an item and the call number will be different-**

You will Add Volume

**If another building in your district owns an item-**

You will Add Volume

**If you are changing a call number for an item that you own-**

You will Edit Volume

**If you are adding a price or adding a note to an item-**

You will Edit Copy

**If no one in your district owns an item-**

You will use SmartPort

**After loading from SmartPort, follow the directions to add your local information-**

**Section 12.3 of the flip chart says:**

Click Edit volumes.

Click Add Copy button at the bottom/center of the Edit volume screen.

Enter correct copy information.

Click OK.

Click Close.

Click Edit Volume Wizard again.

Update/correct call number.

Click OK.