Cataloguing titles, entering Copies

The cataloging grid consists of several pages. One page contains fields for managing **Copies**.

Volume Titles field

This field is only displayed in the PRO version of BiblioMaker. It allows you to enter either physical volumes (if the document consists of several volumes) or documents parts, such as music tracks for a CD or films for a DVD.

Click on the **+** button to the left of the field to add a new volume, and enter the necessary information: **Title**, **Imprint**, etc.

If the records entered are for physical volumes, tick the radio button **Copies linked to the volumes**. For document parts, tick the radio button **Copies linked to the title**.

Copies field

This field indicates the number of copies for the title. By default, the program generates 1 copy for each title or volume. If you have several copies, add them using the **+** button to the left of the field.

A Copy record consists of the following fields:

Barcode : usually generated automatically by the software. However, it can be replaced by another code, such as a barcode printed on a roll of labels.

Loan duration : loan period (in days) of the copy. If the value entered is 0, the copy is excluded from loans, and this is displayed on the barcode label you print out.

Missing : tick this box if you notice that the copy has disappeared. You can remove the tick if you find the copy later.

End date of return : Complete this field if the copy has been loaned to you by another library (e.g. Bibliomedia) and you need to return it to this library. In this way, you will block loans of this document for your readers once the loan deadline has been reached.

The copy summary table displays three additional columns that do not come from the copies themselves, but from the loan file:

Status : availability of the copy (available or on loan)

Borrowed by : Borrower name

Date of return : copy return date (deadline set for the borrower to return the document)

This information is only displayed if the corresponding settings have been configured in Loan File **Options**.

Online URL: https://om-bm.knowledgebase.co/article-1660.html