

Creating a Brief Record Cheat Sheet

When there is no record in the RSA database *or* OCLC Connexion for your item:

1. Open WorkFlows using your TECH login.
2. Go to the Cataloging module.
3. Open the Titles toolbar on the left side of the screen.
4. Open the Add Title wizard. If a pop-up box appears, warning you that information cannot be modified for your library, do the following:
 - a. Close the pop-up box with the warning.
 - b. Put your mouse cursor over the Add Title wizard and *right* click.
 - c. Select Properties.
 - d. You do not need to change anything in the properties box. Click OK to close the box.
 - e. *Left* click to reopen the Add Title wizard. The pop-up box with the warning should not appear.
5. On the Bibliographic tab, fill in the following information under “Contents”:
 - a. ISBN (020): Enter the 13 digit ISBN if the item has more than one ISBN. Do not use hyphens or spaces. Example: 9780355398754
After you type the ISBN, highlight it and press CTRL + C on your keyboard to copy it.
 - b. Author (100): Enter the author’s name in ALL CAPS in the LASTNAME, FIRSTNAME format.
Example: DICKENS, CHARLES
 - c. Title (245): *Required* for all brief record entries. Backspace the auto-generated “Required Field” text. Type the title in ALL CAPS. Omit initial articles such as *a, an, the*.
Example: TALE OF TWO CITIES
6. On the Control tab, edit the following:
 - a. Title control number
 - i. If the item has an ISBN, type a lower case i. Directly after the ‘i,’ press CTRL + V on your keyboard to paste in the ISBN, or type in the ISBN. Use the 13 digit ISBN if the item has more than one ISBN.
Example: i9780355398754
 - ii. If the item has an ISSN number, change the title control number to a lower case (s) and enter the ISSN, including its hyphen.
Example: s1545-7818
 - iii. If the item does not have an ISBN or ISSN, leave the automatically generated title control number (e.g., a16578) as is.
7. On the Call Number/Item tab, enter the item’s information. Refer to the “Steps for Adding a Call Number and Item” cheat sheet.
8. Click the Save button in the lower left corner when finished.
9. Go back to the Control tab. Use the Record format drop-down menu to select one of the following:
 - a. BRIEF for books or any item that does not fit one of the formats below
 - b. BRIEF-MAP for maps and atlases
 - c. BRIEF-MMAT for kits
 - d. BRIEF-MRDF for computer games and software
 - e. BRIEF-MUSIC for music recordings and sound recordings (e.g., audiobooks, Playaways)
 - f. BRIEF-SER for serials (journals, periodicals, newspapers, etc.)
 - g. BRIEF-VM for visual materials (DVDs, VHS, artwork)

You will not need to click the Save button after changing the Record format.

Always use the Close button in the lower right corner if you need to exit the brief record screen.

After a brief record is saved, you will not be able to edit the brief record’s ISBN, author, title, or title control number. Report mistakes to Erica at erica.laughlin@railslibraries.info or 309-694-9200 ext. 2121.