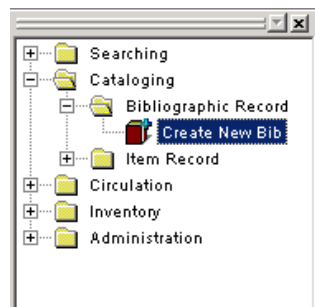


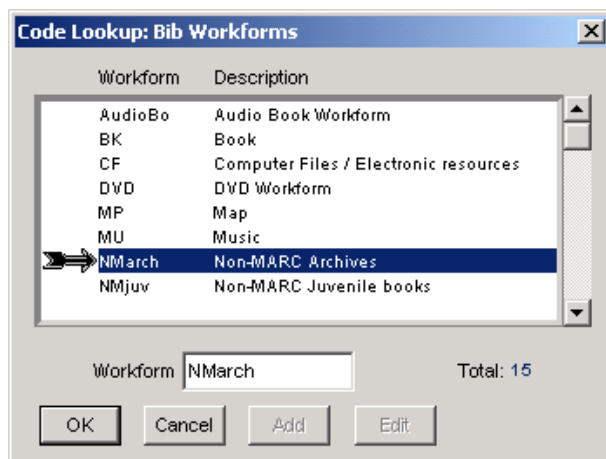
ARCHIVES WORKFORM IN HORIZON

Workforms are templates used to add brief bib records to the database for items that will not be fully cataloged. Currently the Archives workform is for books only. Before adding a new record, always search first to verify that a bib record does not already exist. The workform is available under the Horizon Item account in the Cataloging Module.

1. Log-in to Horizon under the Item account.
2. Press F2 to open the Search window. Enter a search for the title you are adding. If there is not an existing record for the title in hand, use a workform to add a record.



3. From the Navigation bar, double-click on Cataloging, Bibliographic Record, and Create New Bib. The Bib Workforms window opens.
4. Double-click to open the Non-MARC Archives workform.



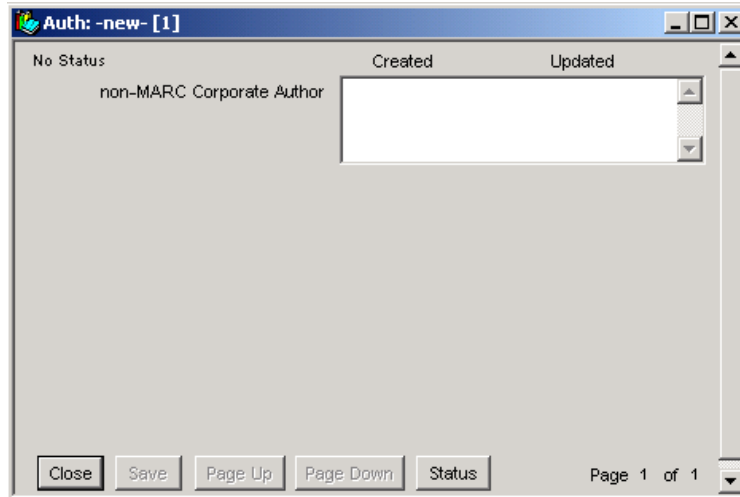
Be sure to fill out the form carefully! The Call # autofills.
To edit/delete information after added, notify LTS. Additional fields, not on the original workform, cannot be added.

5. Enter the ISBN number, if available.
6. Enter the Author or Corporate Author – whichever is appropriate. To add an author, you cannot just click in the Author field and type. Click on the **Add** button. The Add Authority window opens.

7. Click on the **Search** button to open the Search window and search for an author. **If the author is found**, select the name in the list and press F10.
8. A message window displays. Click **Yes**.

9. You may receive a Field List window to designate in which field to add the name. Double-click the appropriate field and the name is displayed in the field.

10. **If the author is not found**, close the Search window to return to the workform.
11. Click the **Add** button again and click the **New Authority** button. The new author window opens.



12. Enter the author's name.
 - Enter in Lastname, Firstname Initial format.
 - Enter only one name, the first author if there are more than one.
 - Do not use all capitals, use upper and lower case.
 - Do not include titles or descriptors, i.e. Dr., editor, illus., etc.
13. Click the **Save** button. Click **Close**. The name is displayed in the workform Author field.
14. Enter the title in the Title field. Omit initial articles.
15. Enter an Edition Statement, if applicable. Click **Page Down** (when necessary).
16. In the Place of Publication field, enter the City, State of publication.
17. In the Publisher field, enter the name of the publisher.
18. In the Publication Date field, enter the date published.
19. Use the Local note field to enter notes.
20. Enter series in the Series field.

To add a series, you cannot just click in the Series field and type. Click on the **Add** button and add as an author is added.

21. Enter subject(s) in the Subjects (topical) field. You can enter more than 1 subject. To add a subject, you cannot just click in the Subject (topical) field and type. Click on the **Add** button and add as an author is added. Use the Subject Browse search to search for subjects.
22. Click the **Page Down** button (when necessary). Use the Added Author and Added Corporate Author fields to add additional authors.
23. When the workform is complete, click **Save**. The record is saved and a Bib number is assigned.
24. Click the **Items** button at the bottom of the screen to add item record(s) for the title. See Item Creation documentation.