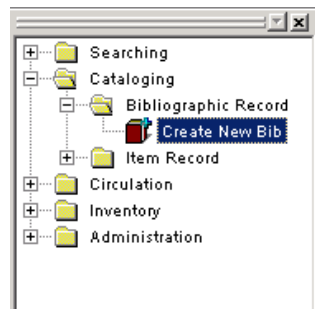


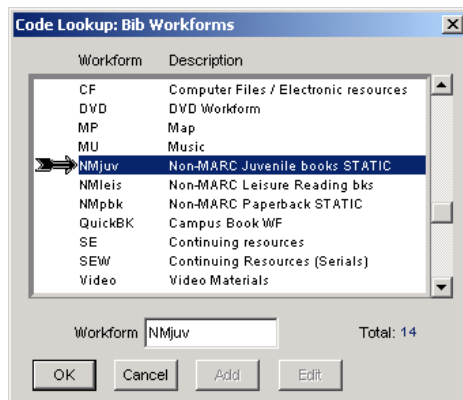
USING WORKFORMS IN HORIZON

Workforms are templates used to add brief bib records to the database for items that will not be fully cataloged. Currently, workforms have been created for Archives, Juvenile books, Leisure Reading books, and Paperback books - these workforms are for books only. Before adding a new record, always search first to verify that a bib record does not already exist. Workforms are 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. The workforms that are currently available to college library staff are the Non-Marc workforms: Non-MARC Juvenile books, Non-MARC Leisure Reading bks, and Non-MARC Paperback



4. Double-click to open the appropriate workform.

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

The Call # autofills and other fields available differ based on the type of workform.

5. Enter the ISBN number, if available.
6. 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. An message window displays. Click **Yes**. The name is displayed in the workform Author field.
9. **If the author is not found**, close the Search window to return to the workform.
10. Click the **Add** button again and click the **New Authority** button. The new author window opens.

11. 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.
12. Click the **Save** button. Click **Close**. The name is displayed in the workform Author field.
13. Enter the title in the Title field. Omit initial articles.
14. Enter an Edition Statement, if applicable.
15. In the Place of Publication field, enter the City, State of publication.
16. In the Publisher field, enter the name of the publisher. Click **Page Down**.

The screenshot shows a software window titled "Bib: 311189" with a "Brief cataloging" form. The form includes the following fields and content:

- Publication Date:** c2004.
- Summary, Annotation:** An unbelievable story about accomplishing the impossible. Teaches that all things are possible.
- Award Note:** Caldecott winner, 2004
- Local note:** (Empty field)

At the bottom of the window, there are several buttons: "Close", "Save", "Page Up", "Page Down", "Status", and "Items". To the right of these buttons, it says "Page 2 of 2".

17. In the Publication Date field, enter the date published.
18. Depending on the workform selected, Notes field(s) are available for entering notes.
19. When the workform is complete, click **Save**. The record is saved and a Bib number is assigned.
20. Click the **Items** button at the bottom of the screen to add item record(s) for the title. See Item Creation documentation.