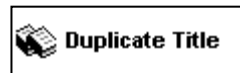


Duplicate Title

The Duplicate Title wizard allows you to create a new bibliographic record by copying and then making changes to an existing record.

NOTE: INFOhio **does not recommend** using this wizard except as specified in the equipment template documentation. If you cannot find a record for your item, follow the directions in *Cataloging with Templates* for adding a new record to your database with a template. This will ensure that you have the leader and fixed fields filled out correctly. This also formats the major fields for you. The *Guidelines for Derived Cataloging* are included in the *Cataloging* section. However, by the time you make all the required changes, plus research how to enter fields you need, you'll find the template option to be faster and more accurate.

1. **Click** on Cataloging Wizard.
2. **Click** on the Duplicate Title Wizard.



NOTE: Set Properties may display as the first step. Press Enter to accept the default values or enter desired default values for this record.

Duplicate Title: screen displays.

3. **Locate** the title you want to duplicate.

4. **Click** duplicate.

Duplicate Title screen displays.

5. **Make changes** to required fields on the Bibliographic Tab (as directed in guidelines for Derived Cataloging document)

6. **Make changes** to fields needed to match the record to your item. Use helpers to add or delete fields.

7. **Click** on Call Number/Item Tab.

8. **Enter** item and call number information as needed.

Rec_Type	Bib_Lvl	TypeCtrl
a	m	
Desc	Entrd	Dat_Tp
a	031104	s
Date2	Ctry	Illus
	nyu	a
Repr	Cont	GovtPub
Festschr	Indx	Fiction
0	0	f
Lang	Mod_Rec	Source
eng		

Tag	Ind.	Contents
001		ocm54205779
003		OCoLC
005		20050304060402.0
010		2003024090
020		0803729936 (hardcover) : c\$15.99
037		bJunior Library Guild nhttp://www.juniorlibraryguild.com
040		DLC cDLC dTEF
042		lcac
049		LCBJ
050	00	PZ7.N15 bSI 2005

9. Use the Validate Headings helper to validate authority entries and headings. See Authority Records section in the handbook for detailed instructions.



10. **Save** your changes.

NOTE: Do not make any changes on the Control Tab.