

Name _____

Library Location Code _____

Part II – Matching items with items in the database and attaching the item record to the bibliographic record where a matching record is found.

You will be given items to locate in the local database. With each item, you will be asked the Horizon Bib record number to which you would attach the item. You will also be asked to select a course of action with the item. You will be given the opportunity, if you find the appropriate bibliographic record in the local database, to attach a barcode to the item and add the item record to the local database using the current standards. Please feel free to provide any additional comment regarding the items.

Item # _____

What are the Horizon Bib record # of items that you considered as possible matches?

# _____	# _____	# _____
# _____	# _____	# _____
# _____	# _____	# _____
# _____	# _____	# _____
# _____	# _____	# _____

What is the Horizon Bib record # of the matching record that you selected?
_____ Horizon Bib record # of the matching record.

(Check all that apply to this item.)

_____ I attached an item record to this bib record using this barcode.

_____ There appear to be duplicate records, I would pass this/these records on to the copy cataloger. (Please * the record which you feel is the better record.)

# _____	_____
# _____	_____

_____ I would pass this/these records on to the copy cataloger for the following reasons.

# _____	_____
# _____	_____
# _____	_____

_____ There was no matching record. I would pass this item on to the copy cataloger.