



Traverse des Sioux Library System

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Procedures for Adding Art Works

Adding brief records for art works to the Sirsi database

In the Circulation toolbar:

- Click: Item Information and Maintenance
- Click: Add brief title
- On the Add brief title: Set properties screen
 - Format: MARC
 - Use entries: Brief
 - Shadow title: Uncheck
 - Permanent: Check.
 - Circulate: Check
 - Type: Choose ART-PRINT from drop-down menu
 - Library: Choose your library's three letter code from drop-down menu
 - Home Location: ART
 - OK

The screenshot shows the Unicorn WorkFlows application window. The main window has a menu bar (File, Edit, Wizards, Preference, Tools, Window, Help) and a toolbar. A dialog box titled "Add Brief Title : Set Properties" is open. It contains the following fields and options:

- Display property page: Wizard Startup Never
- Defaults section:
 - Format: MARC (dropdown)
 - Use entries: BRIEF (dropdown)
 - Shadow title
 - Permanent
 - Circulate
 - Type: ART-PRINT (dropdown)
 - Library: TMA (dropdown)
 - Home location: ART (dropdown)
- Optional Fields section:
 - Item cat1: (dropdown)
 - Item cat2: (dropdown)
- Buttons: OK, Cancel

At the bottom of the dialog box, there is a status bar that reads: "Add brief title, call number, and copy to the catalog."

On the Add Brief Title screen:

- Click on each box and fill in the screen as follows:
 - 100 tag: The artist's last name, first name.
 - 245 tag: The name of the painting or print, i.e.; Mona Lisa. Do not include articles (a, an, the) at the beginning of the title; do include is within the title
 - 260 tag: Date of painting if known (optional)
 - 300 tag: Description, i.e.; 1 oil painting (18 x 24 in.) in black walnut frame
 - The description in the 300 tag and any additional information in the 590 local notes tag should clearly identify the item you are adding.
 - 590 tag: Local notes may be added to further identify the piece of art
 - 650 tag: Possible subject headings: Art; Painting; Pictures; Portraits; Photographs; Graphic art; Posters.
 - New call number: Painting #5 (or whatever you choose)
 - Library: XXX (should be filled in from information on the Properties screen)
 - Item type: ART (should be filled in from the Properties screen)
 - Item ID: Barcode number assigned to the item
 - Click: Add a Brief Title button.

The screenshot shows the 'Add Brief Title' dialog box in the Unicorn WorkFlows application. The dialog is titled 'Add Brief Title' and contains the following information:

XX(394545.1) ID:394545-1001

Title info

Personal Author:	100	1	Granger, Karen
Title:	245		That's it
Publication info:	260		2005
Physical descrip:	300		1 colored poster (15 x 25 in.) in plastic frame
General Note:	500		
Contents Note:	505		
Summary:	520		
Local note:	590		A poster with a picture of a hatchet buried in f
Subject term:	650	0	Posters,

Call number and copy info

New call number:	Poster #5
Library:	TMA
Item type:	ART-PRINT
Home location:	ART
Item ID:	
Item cat1:	
Item cat2:	

Buttons: Add Brief Title (a), Add Another Title, Make More Changes, Cancel, Close

Footer: Add brief title, call number, and copy to the catalog.

Taskbar: Start, OCLC C..., WF Unicorn..., Procedu..., 4:08 PM

Note: Each library has its own circulation policy already set up for Item type: ART-PRINT. If you do not know what the circulation period for art prints is for your library, please contact Jeanne DeMars. Statistics of the entire collection can be obtained with a report on the Home location: ART.