Hello!

This video demonstrates the process of cataloging textbooks in your Mandarin Electronic Library system, also known as M5.

A. Cataloging Textbooks:
1. You will need the physical book(s) on available.
2. Access your school library link and login. Refer to the [SU-LIR Quick Reference Guide](#), pg. 14 for logins.
3. Click the white down-arrow in the first red box, Catalog. Then click Add Record.
4. Make sure the Basic Editor has 'book' listed. If not, click the arrow in the grey box and choose 'book'.
5. Beginning with the first field, LCCN, complete each field according to the physical book you're cataloging. If you cannot find information for each field, leave it blank.

   NOTE:
   a. ISBN: enter the 13-digit number found inside the book or on the outside back cover. If there is no 13-digit number, use the 10-digit number found on or in the book. DO NOT USE ANY DASHES.
   b. Price: enter it without a dollar sign or leave it blank if you don't know it.
   c. Author: last name first, first name, middle initial. Multiple authors: list in the order listed on the book.
   d. Dates: Year of publication only
   e. Title: include the grade level, volume, etc.
   f. Subtitle: include series name
   g. Summary: Copy and paste from Amazon, nadeducation.com, etc.

      IMPORTANT: *(These fields must be entered to have a complete record)*
      o Location: Your 3-letter school code used as the prefix in your school's library barcode number. Once you enter the first one, the system will auto-populate the next barcode number as you add more books.
      o Class Number: The General Dewey Decimal number for the textbook subject:
         100 Philosophy & psychology
         200 Religion
         300 Social Sciences
         400 Language
         500 Natural Sciences & mathematics
         600 Technology (Applied sciences)
         700 The Arts
         813 Fiction
         900 Geography & history
      o Item Part: The first 3-Letters of the author's last name

- o Prefix: TXT for Textbook
- o Barcode: PIN500000 Your 3-letter school code + 5 + 00000. The zeros increment by one with each book added.
6. Review and click Save.
7. Click the red title to view the holding (copy).
8. If you make a mistake, corrections must be made on both the bib and on the holding:
    a. Find the title: This is the bibliographic record (bib).
    b. Click edit on the bib, make the change, and save.
    c. Click the red title on the bib.
    d. This is the holding (copy of the book).
    e. Click edit, make the change, and save.

B. Adding copies (holdings) of a book:
1. To add one holding:
    a. Find the book and click the red title.
    b. Click Add Holding.
    c. Enter the 3-letter location.
    d. The barcode number has incremented by one. All other fields should be populated.
    e. Click save.
    f. You will now see multiple holdings including the last one entered.
2. To add multiple holdings:
    a. Find the book and click the red title.
    b. Click Edit on any holding.
    c. Scroll down and click the button next to Generate Holdings.
    d. Change quantity to the number of copies you want to add.
    e. Enter your 3-letter school code in BC Prefix.
    f. Enter the next barcode number you want the system to use.
    g. Click save.
    h. You will now see the additional barcoded copies of the title, listed.