

**Getting to Know Alma: Adding Bibliographic Records**

|  |  |
| --- | --- |
| 1. Log into Alma with the AlmaAdmin or the CatAdmin user (the user will need to have cataloging privileges) |  |
| 1. Go to Resources > Search External Resources |  |
| 1. Select Library of Congress from the dropdown |  |
| 1. Search LOC for a resource that is not currently in the sandbox’s local catalog (e.g. 1584653191, 0878423370) |  |
| 1. Select “Import” |  |
| 1. In the Form Editor, go to File > Save Record |  |
| 1. Select the “Add holdings record” icon |  |
| ***Optional Steps***   1. Click on the 852 field 2. Click Ctrl +F to open the Form editor 3. Adjust the Sublocation and Shelving Locations if you like. 4. Hit ESC to close the Form editor. |  |
| 1. Go to Edit > Save Record |  |
| 1. Click on the “Add Item” icon |  |
| 1. In the Physical Item Editor, click “Generate” to create a barcode for the item 2. Click “Save” |  |
| 1. Go to File > Save and Release Record |  |
| 1. Search Alma for the title you just added. |  |