

Aleph 18 Cataloging

Goals:

- Demonstrate basic Cataloging operations
- Enable hands-on exposure to Aleph

This course includes the following sessions:

- [00 Introduction](#)
- [01 Finding a bibliographic record to copy](#)
- [02 Duplicating the record and changing it](#)
- [03 Creating a holdings record](#)
- [04 Creating items](#)
- [05 Checking what it all looks like to the end user](#)

Duration:

30 minutes

Intended Audience:

Systems Librarian, and the Cataloging Staff.

Prerequisite:

This session assumes familiarization with searching in the Staff Search Client.

Course handouts:

[Handout: A Simple Copy Cataloging Workflow in ALEPH v. 18](#)

[Cataloging Examples](#)