

NOTE: *Before you duplicate a title, please consult the Creating Derived Records tip sheet found in the Handbook under Cataloging, Guidelines.*

Follow the Guidelines for Derived Cataloging.

1. **Click** on Cataloging Wizard.
2. **Click** on the Duplicate Title Wizard.
3. **Locate** the title you want to duplicate.
4. **Click** duplicate.
5. **Make changes** to required fields on the Bibliographic Tab
6. **Make changes** to fields needed to match the record to your item. Use helpers to add or delete fields.
7. **Click** on Save before going to Call Number/Item Tab.
8. **Enter** item and call number information as needed

NOTE: *Do not make any changes on the Control Tab.*