

1. **Click** the Item Maintenance wizard group.
2. The first time you use this wizard, you'll need to **set the properties**. **Right click** on the Add Brief Title wizard. **Select** Properties.
  - a. **Bullet** Never.
  - b. Use Drop down menu to **select** "Selected Entries".
  - c. Type in the following tag numbers separated by commas: 020,100,245,260,300,989
  - d. **OPTIONAL: Uncheck Shadow Title** if you want the record to be searchable in CAT.
  - e. Set defaults to options you use the most.
  - f. Click **OK** when finished.
3. **Click** Add Brief Title and **Enter** Title info:
  - a. ISBN – no dashes
  - b. Author – last name, first name
  - c. Title
  - d. Publication info – include location, company, and date  
Ex. New York: Morrow Junior Books, 1989.
  - e. Physical description – include page number
  - f. Type "Brief Record" in the 989 field.
4. **Add** item information.
5. **Click** Add Brief Title to save the record.

