Add catalogue to a periodical issue

Find the steps to add catalogue to a periodical issue in Amlib.
You may receive an issue before or after you have attached a separate catalogue. The procedure below receives the issue first, then attaches the catalogue record for the specific issue.

1. Bring up the Periodical title in the Periodical module

![Periodical title screenshot]

2. **Highlight** the exact copy you wish to attach a note to. Receive this item by either typing R for received, entering a Barcode number or type B for barcode to have a system generated barcode number inserted. The received date will automatically populate. **Update** from the Left side of the table.
3. Highlight the issue you wish to catalogue. Select XReference > IssueDetails – Copy which will take you to the subscriptions window.

4. Select Issues > Attach or the Attach button in the middle of the screen.
5. The Issue – Catalogue additions screen will display showing fields from the overall periodical catalogue record. Tick any lines you wish to include in your new individual catalogue record, then F3 Update.

*DO NOT ENTER NEW SUBJECT HEADINGS HERE AS THIS SCREEN IS NOT LINKED TO THE AUTHORITY MODULE AND SUBJECT HEADINGS CANNOT BE CHECKED FROM HERE*
6. To add additional subject headings or other tags to the catalogue record, highlight the issue line and select **XReference > Catalogue (Issue)**

7. Insert tags such as Subject headings or Contents Note, including a copied Contents note if desired.
8. **F3 Save** after making changes