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 in the Periodical module](image)

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