Submitting Cataloging Requests

If you've searched CARL and OCLC Record Manager and cannot find an exact match to your ISBN that provides a good record please follow the steps below.

- Log in to the OWLSnet Website OWLSweb.org
- Place your mouse over the OWLSnet tab and select Cataloging from the drop-down list.
- If you haven't already, you'll need to log in at the top right of the screen. If you regularly submit cataloging requests, we recommend logging in with your personal login, using your first and last name with a space between them as the username and your email password as the password.
- It is also possible to log in with your library's username and password.

Request a New Record

1. Click on the link to Submit a Cataloging Request.
2. If you located a record that is similar to your item but not exactly, enter the record number in the top box. If you could not find a record similar to your item but have a link to where it was purchased (e.g. Amazon, Wal-Mart, Baker & Taylor) enter the URL for the item in the bottom box.

MY SIMILAR ITEM CAN BE FOUND HERE

Use CARL BID # or OCLC #

Leave blank if no similar record anywhere

or URL:

Leave blank if no similar record anywhere

3. Fill out the form that opens below. Please complete as many fields as possible. Title, standard number, and year are required for all versions of the form. (If your item does not have a standard number, please enter NONE in this field.) Make sure any differences from an existing record are explained in detail.

DESCRIBE ITEM IN HAND

Format *   Select your item format ▾

Title: *   [   ]

Standard #: *   [   ]   ISBN or UPC -- enter 0 if no standard # is available

Author: [   ]

Publisher: *   [   ]

Date: *   [   ]   Please provide either the copyright date or the printing date. If giving a copyright date, use "c" before the
year: c2010. If no date available, put 0.

Pages/Discs: *   [   ]

Give last numbered page. If book contains a beginning or ending section with Roman numerals, give that last Roman numeral, too. Example: xii, 255 p.

ILLUSTRATIONS & MAPS IN BOOKS

Illustrations include: graphs, tables, and pictures. DO NOT check "yes" for clip art or designs around chapter numbers.

Series: [   ]

Description and Differences:

[   ]

Please provide as much information as possible.

4. If you've logged in with your library's username and password (rather than your personal login) add your name to the "Requested From" section at the bottom of the page so cataloging can contact you if they have a question.
5.Click SUBMIT.

Your Most Recent Requests will be listed on the right-hand side of the page. You can also choose View All Requests to see all of the outstanding cataloging requests for your library.

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