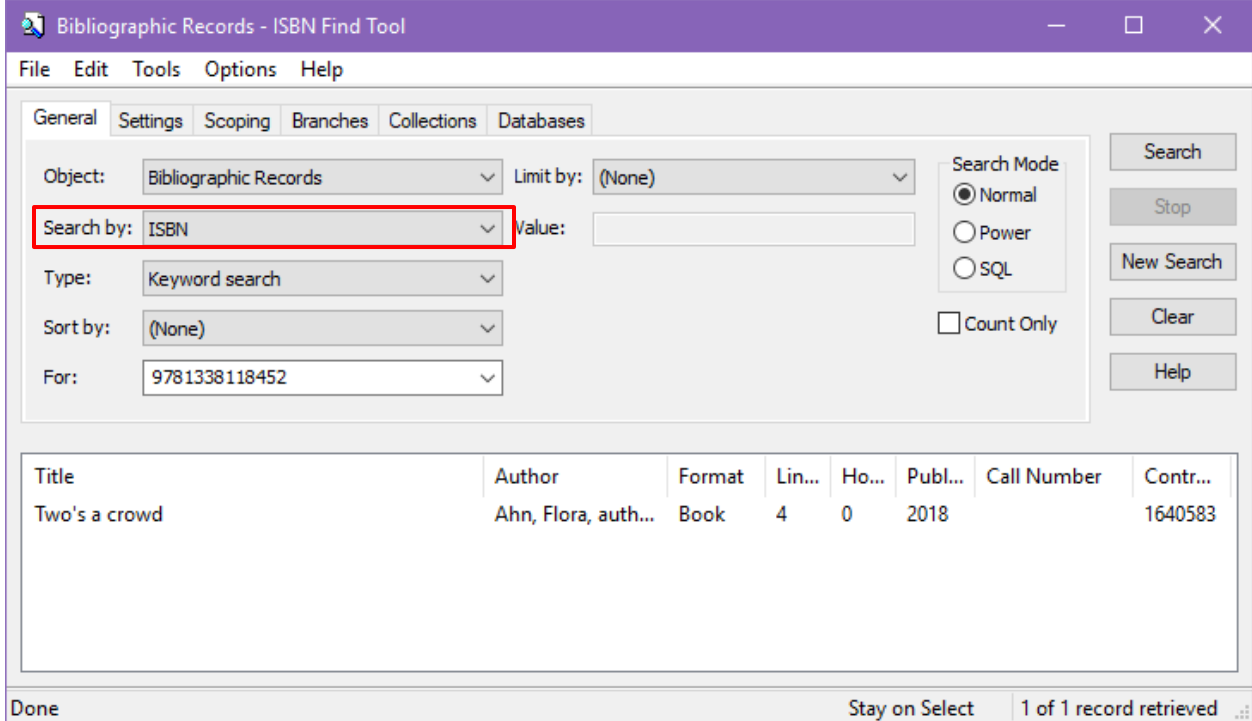
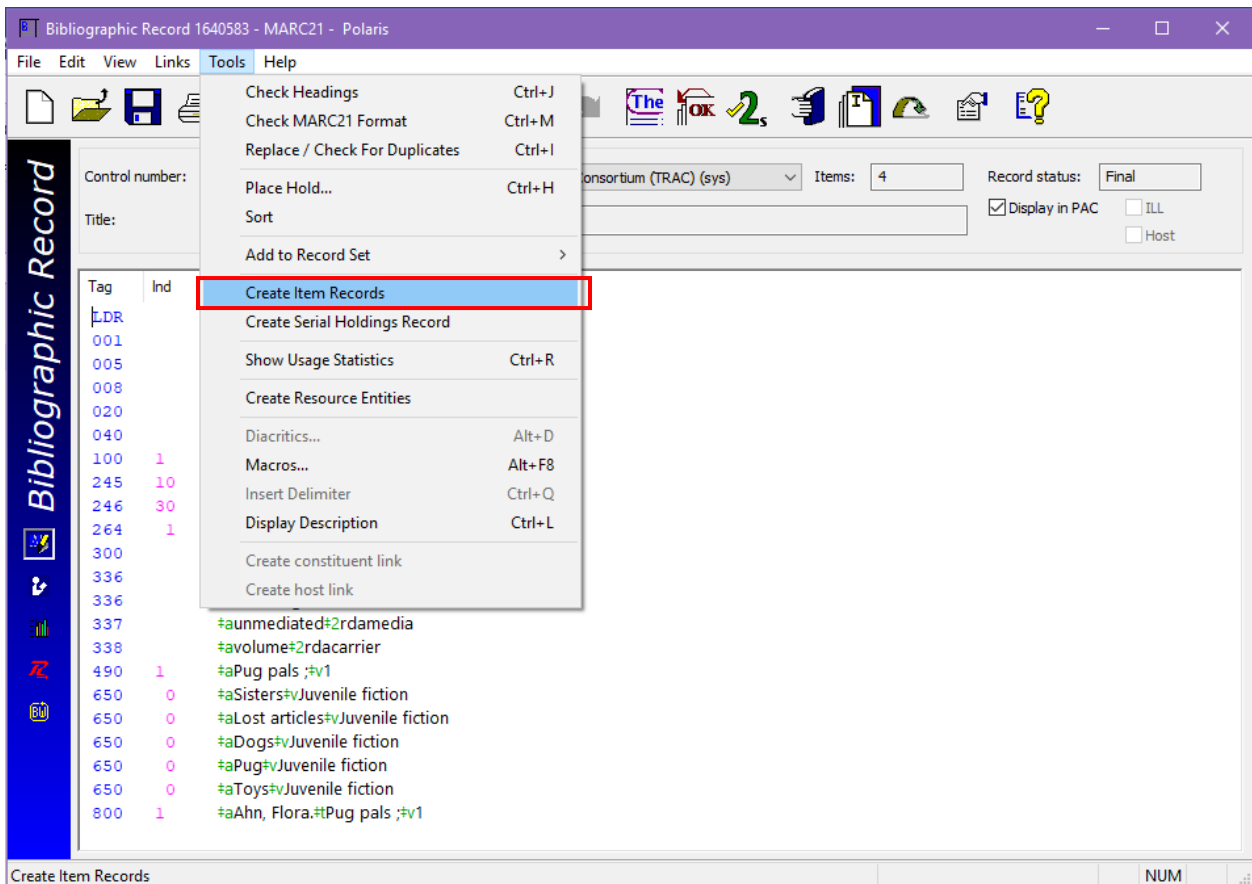


## Adding Items in Polaris

1. Open an ISBN Bibliographic Records search, scan your item's ISBN and find an appropriate record.



2. Double click the record to open and click 'Create Item Records' either from the Tool drop down menu or the from the tool icons.



Bibliographic Record 1640583 - MARC21 - Polaris

File Edit View Links Tools Help

Control number: 1640583 Owner: The Regional Automation Consortium (TRAC) (sys) Items: 4 Record status: Final

Title: Two's a crowd  Display in PAC  ILL  Host

Tag	Ind	Data
.DR		nam 22 i 4500
001		1640583
005		20180227111231.0
008		170721s2018 nyua j 000 1 eng d
020		#a9781338118452 (hardcover) ;#c\$13.99
040		#aBTCTA#beng#erda#cBTCTA#dYDX#dTRAC
100	1	#aAhn, Flora,#eauthor.
245	10	#aTwo's a crowd /#cFlora Ahn.
246	30	#aTwo is a crowd
264	1	#aNew York ;#bScholastic Press,#c2018.
300		#a119 pages ;#billustrations ;#c20 cm.
336		#atext#2rdacontent
336		#astill image#2rdacontent
337		#aunmediated#2rdamedia
338		#avolume#2rdacarrier
490	1	#aPug pals ;#v1
650	0	#aSisters#vJuvenile fiction
650	0	#aLost articles#vJuvenile fiction
650	0	#aDogs#vJuvenile fiction
650	0	#aPug#vJuvenile fiction
650	0	#aToys#vJuvenile fiction
800	1	#aAhn, Flora.#Pug pals ;#v1

For Help, press F1 NUM



- Select the template you wish to use from the drop-down menu. You can only see the templates owned by your library, and they should reflect your cataloguing profile.

**New Item Record Options**

**Item information**

Title:

Author:  Bib control:

**Call number**

Scheme:   Use template values instead of these (if available)

Prefix:

Class:

Cutter:

Suffix:

Vol:

Copy:

Price:

Circ status:

Renewal limit:

Display in PAC  Loanable outside system

Non-circulating  Holdable

**Item barcode(s)**

Use system assigned barcodes

**Distribution**

Item total:  Barcode total:

Items	Branch	Collection	Shelf Location	Material Type	Loan Period	Fine Code	Stat Code	Owner	Template
1	Northern Ligh	Audiobook Co	(None)	Book on CD	21 days	Book on CD	(None)	Northern Ligh	NLLS Audiobook CD (Northern Lights)
									NLLS Audiobook MP3CD (Northern Lights)
									NLLS Blu Ray (Northern Lights)
									NLLS Book Club Child Item (Northern Lights)
									NLLS Book Club Parent Item (Northern Lights)
									NLLS DVD (Northern Lights)
									NLLS Easyread super large (Northern Lights)
									NLLS French (Northern Lights)
									NLLS Graphic Novel (Northern Lights)
									NLLS IC (Northern Lights)
									NLLS Kit (Northern Lights)
									NLLS Kit Child Item (Northern Lights)
									NLLS Large Print (Northern Lights)
									NLLS Miscellaneous (Northern Lights)
									NLLS Nonfiction (Northern Lights)
									NLLS Pedometers (Northern Lights)

5. Hit 'Ok' and a new Item window will open, letting you review before saving. Make sure that all fields are filled out correctly.

New Item Record 1 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: [ ] Record status: [ ]  ILL  EContent  Non-circulating  Display in PAC

Title: Two's a crowd [Find] Bib control number: 1640583

Author: Ahn, Flora, author. Parent item: [ ] Item control number: [ ]

Call number: F Price: \$25.44 Issue control number: [ ]

Owner: Northern Lights Library System (br) Shelf location: (None)

Assigned: Northern Lights Library System (AEPNL) Temporary location: [ ]

Collection: Fiction - Adult (F) Circulation status: In Processing

Circulation parameters

Material type: Book

Loan period: 21 days

Fine code: Book

Renewal limit: 2

Stat code: (None)

Name of piece: [ ]

Call number

Scheme: Dewey Decimal

Prefix: F

Class: [ ]

Cutter: [ ]

Suffix: [ ]

Volume: [ ]

Copy: [ ]

Request

Loanable outside system

Holdable

Limit to:

Pickup at [ ]

Patrons from this library and branches

Patrons from this branch only

Preferred borrowers

Issue: [ ]

For Help, press F1 NLLS Miscellaneous NUM

Saving, either from the 'File' drop down menu or the floppy disc icon, will generate a label in Polaris.