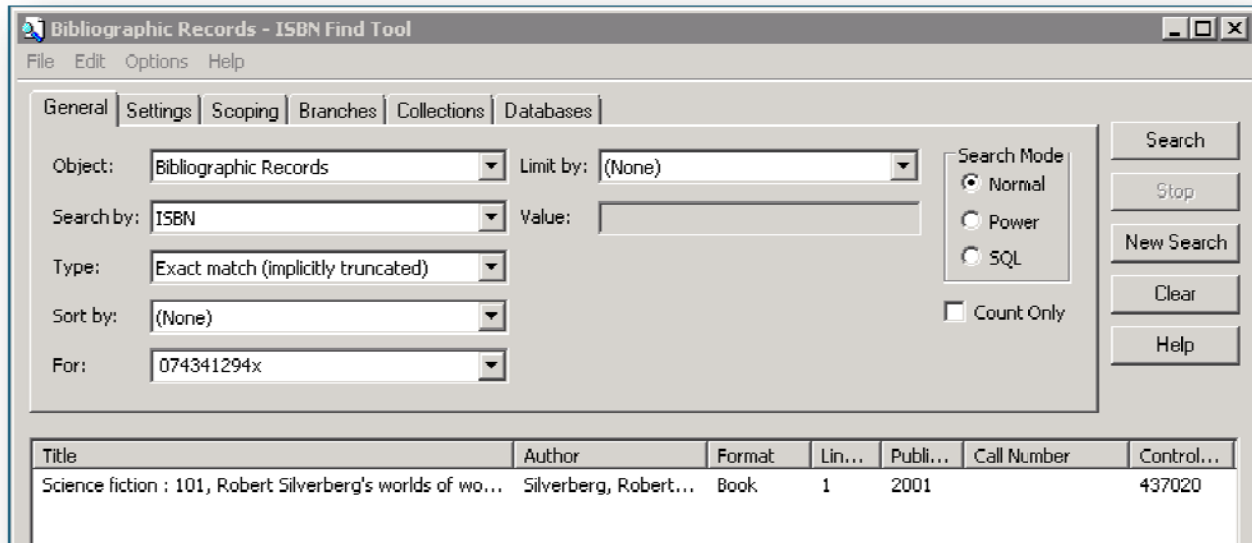
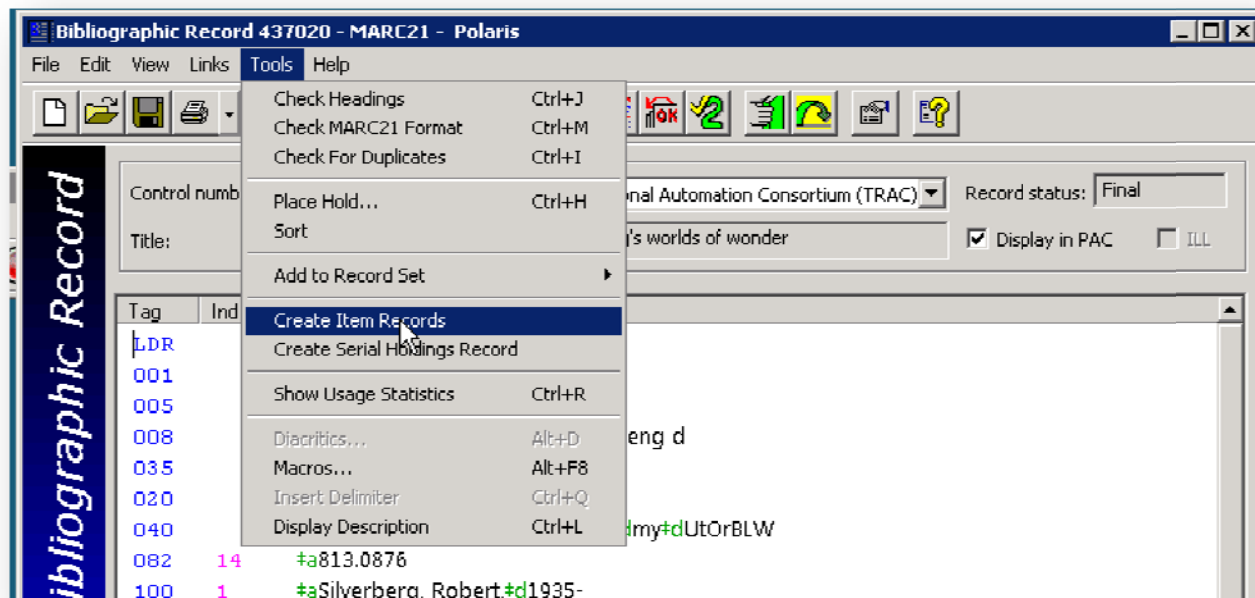


Adding Item Records to a Bibliographic Record

1. Search for the Bibliographic Record by ISBN.



2. Once you have the record for your item, select **Tools** → **Create Item Records**



3. From the New Item Record Options, scan in the barcode of the item you wish to create an Item Record for in the Item barcode(s) pane:

The screenshot shows the 'New Item Record Options' dialog box. The 'Item information' section contains the following fields:

- Title: Knights of the old republic campaign guide
- Author: [Empty]
- Bib control: 711627
- Call number Scheme: Dewey Decimal
- Class: 793.93
- Circ status: ON ORDER
- Renewal limit: 0
- Price: [Empty]
- Options: Display in PAC, Loanable outside system, Non-circulating, Holdable
- Use template values instead of these (if available)

The 'Item barcode(s)' pane on the right is empty. Below it is a checkbox for 'Use system assigned barcodes'.

The 'Distribution' section shows:

- Item total: 1
- Barcode total: 0

Items	Branch	Collection	Shelf Location	Material Type	Loan Period	Fine Code	Stat Code	Owner	Template
1									(None)

Buttons at the bottom: OK, Cancel, Help.

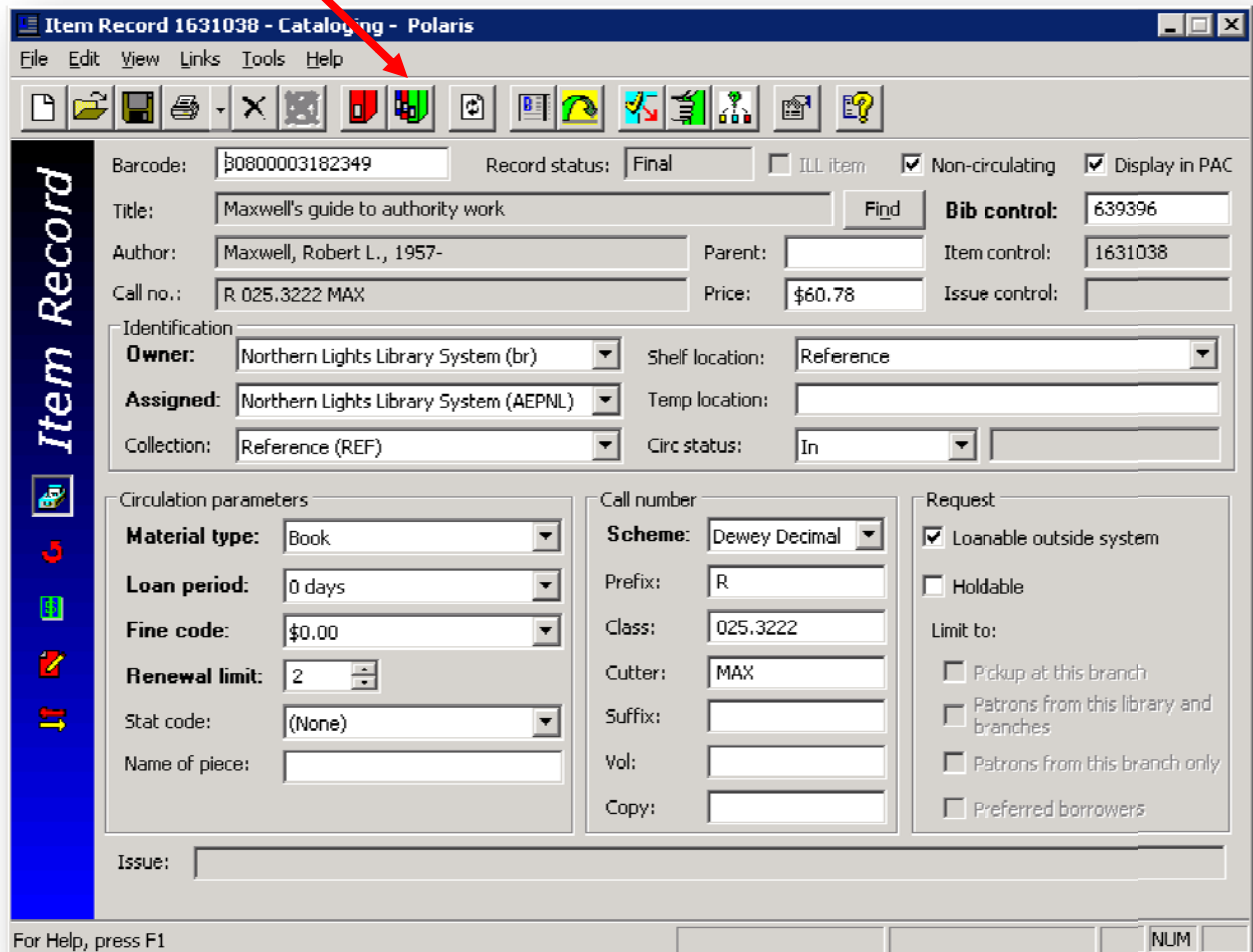
4. In the **Template** dropdown, select the appropriate template. This will automatically fill in the majority of the holding information for you. Make sure that the “Use template values instead of these (if available)” box is checked off.

The screenshot shows the 'New Item Record Options' dialog box. The 'Item information' section includes fields for Title, Author, Bib control, Call number (Scheme, Prefix, Class, Cutter, Suffix, Vol, Copy), Price, Circ status, Renewal limit, and checkboxes for 'Use template values instead of these (if available)', 'Display in PAC', 'Non-circulating', 'Loanable outside system', and 'Holdable'. The 'Distribution' section shows 'Item total: 1' and 'Barcode total: 0'. A table below contains the following data:

Items	Branch	Collection	Shelf Location	Material Type	Loan Period	Fine Code	Stat Code	Owner	Template
1	Northern Ligh	Non-fiction (N	(None)	1 Book	1 21 days	1 \$0.00	(None)	Northern Ligh	AEPNLNonfiction

5. Make sure that the holdings information is correct, editing the fields as required. Be sure to remove undesired elements in the Dewey number. **Note:** For libraries that do not have a separate template for mass market paperbacks, you will need to change **Material Type** to 5 – Book – Paperback.

6. Once you are satisfied that the holding information is correct, hit OK; this will automatically open the new Item Record. In the **Cataloguing View**, check that all the information in the Item Record is correct, making changes if necessary (Price, Shelf Location, etc.). **Note that if you make any changes to the call number at this stage of the process, you will need to create a new spine label as well (this will be grayed out until you save the record).**



The screenshot shows the 'Item Record 1631038 - Cataloguing - Polaris' window. The interface includes a menu bar (File, Edit, View, Links, Tools, Help) and a toolbar with various icons. A red arrow points to the 'OK' icon in the toolbar. The main area contains several sections:

- Barcode:** 00800003182349
- Record status:** Final
- ILL item:**
- Non-circulating:**
- Display in PAC:**
- Title:** Maxwell's guide to authority work
- Author:** Maxwell, Robert L., 1957-
- Parent:** [empty]
- Item control:** 1631038
- Call no.:** R 025.3222 MAX
- Price:** \$60.78
- Issue control:** [empty]
- Identification:**
 - Owner:** Northern Lights Library System (br)
 - Assigned:** Northern Lights Library System (AEPNL)
 - Collection:** Reference (REF)
 - Shelf location:** Reference
 - Temp location:** [empty]
 - Circ status:** In
- Circulation parameters:**
 - Material type:** Book
 - Loan period:** 0 days
 - Fine code:** \$0.00
 - Renewal limit:** 2
 - Stat code:** (None)
 - Name of piece:** [empty]
- Call number:**
 - Scheme:** Dewey Decimal
 - Prefix:** R
 - Class:** 025.3222
 - Cutter:** MAX
 - Suffix:** [empty]
 - Vol:** [empty]
 - Copy:** [empty]
- Request:**
 - Loanable outside system
 - Holdable
 - Limit to:**
 - Pickup at this branch
 - Patrons from this library and branches
 - Patrons from this branch only
 - Preferred borrowers

At the bottom, there is an 'Issue:' field and a 'NUM' button.

7. Once you are satisfied with the Item record, hit **Save**.