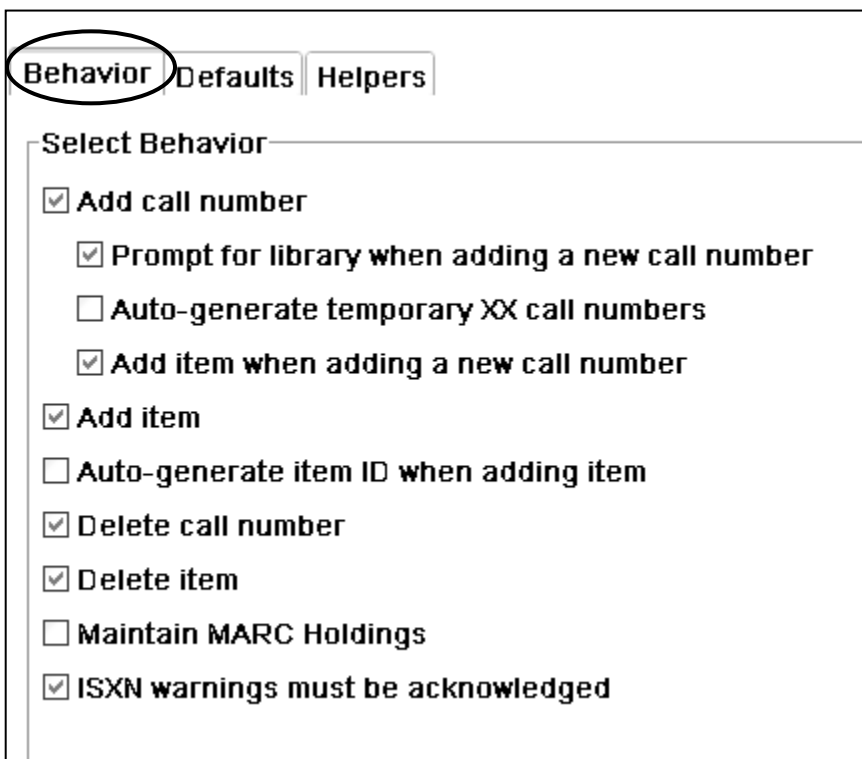# Cataloging Properties

The Call Number / Item Maintenance, Add Title, Duplicate Title, and Modify Title wizards allow the following properties to be set (Behavior and Helpers set by Administrator or Supervisor level access). Default properties can be set by the user on their workstation. (*See SET PROPERTIES guide in Setup/Getting Started section of handbook*)

NOTE: *The options available will vary slightly depending on the wizard selected.*

Behavior

The Add Call Number property is enabled to allow the addition of items to the new title at the end of the wizard. This property must be enabled to utilize the Prompt for Library when Adding New Call Number field. The following fields affect the added call numbers.

- Prompt for Library when Adding New Call Number, which is delivered enabled.
- Auto-generate Temporary XX Numbers, **which is delivered disabled**.
- Add Copy when Adding New Call Number, which is delivered enabled.

The Add Item property is enabled to permit the addition of items within the wizard and as one of the steps at the end of the wizard.

The Auto-generate Item ID when Adding Item property**,** which is delivered disabled, automatically assigns new item IDs when any copy is added. Contact your ITC to have this turned on for you.

Delete Call Number – Allows deletion of call numbers in the wizard.

Delete Item – Allows deletion of items in the wizard.

Maintain MARC Holdings – Allows working with MARC Holdings information. **This is delivered disabled**.

ISXN Warnings Must Be Acknowledged – Displays ISBN or ISSN validation warnings when an incorrect ISBN/ISSN is entered. You will have the opportunity to correct the ISBN or ISSN or acknowledge the warnings and continue. The dialog displays separate lists for invalid ISBNs and invalid ISSNs.

Defaults

The Show These Values field governs the display of the Defaults properties page while working with the wizard. The delivered default displays the properties page only when the wizard is started.

Default Values

1. Sirsi is delivered with the title defaults:
Format - MARC
Entries template - FULL
Add item when creating a title.
You can also enable the Shadow Title field if you want to shadow a title as it is created.

2. Editor display options are delivered with descriptive view enabled.

3. Call number/Item default values – **a library should be set**. If not, the library defaults to the library associated with the user logged in.
Be sure to leave class scheme at ATDEWEYLOC.

4. Item required default values are delivered with Type as NONFICTION.
Shelf Location default value is delivered as AVAILABLE.

The Permanent field indicates whether the item is part of your library's permanent collection, the Circulate field controls whether a system-generated circulation rule can be overridden, and the Shadow Item field determines whether the item will be shadowed. The Permanent and Circulate fields are delivered enabled. The Shadow Item is delivered disabled.

5. Item optional default values can be preset if you like. You can enter price and funding source.
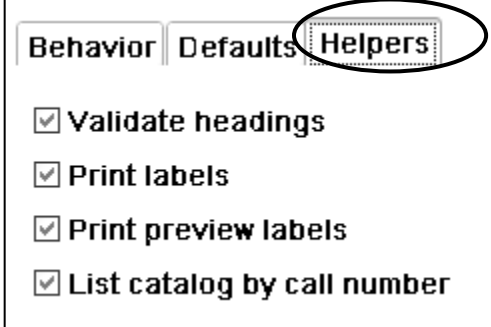Material Type – default delivered is BOOK

Helpers

The helpers are all delivered enabled -
Validate Headings, Print labels, Print preview labels, and list
catalog by call number.

NOTE: *The Validate Headings Helper property will not display
unless authority checking is configured.*

Note: For more detailed information or specific questions, use HELP wizard.