

## Add Item

The Add Item wizard is used to add a new item to a library's title. In a multi-library system, each library must have separate call numbers for the copies in its collection. You must have a call number that already exists in your library to use the Add Item wizard to add a copy in your own library.

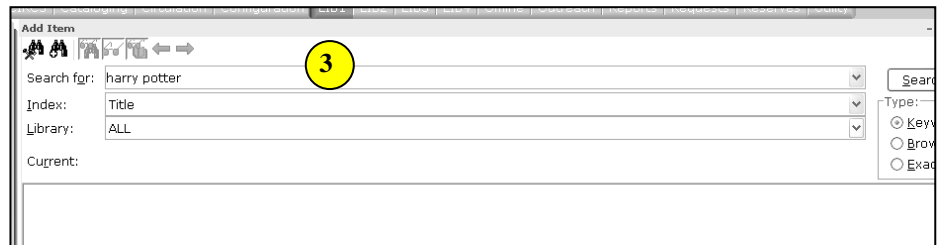
1. **Click** on Item Maintenance group wizard.



2. **Click** on Add Item Wizard.

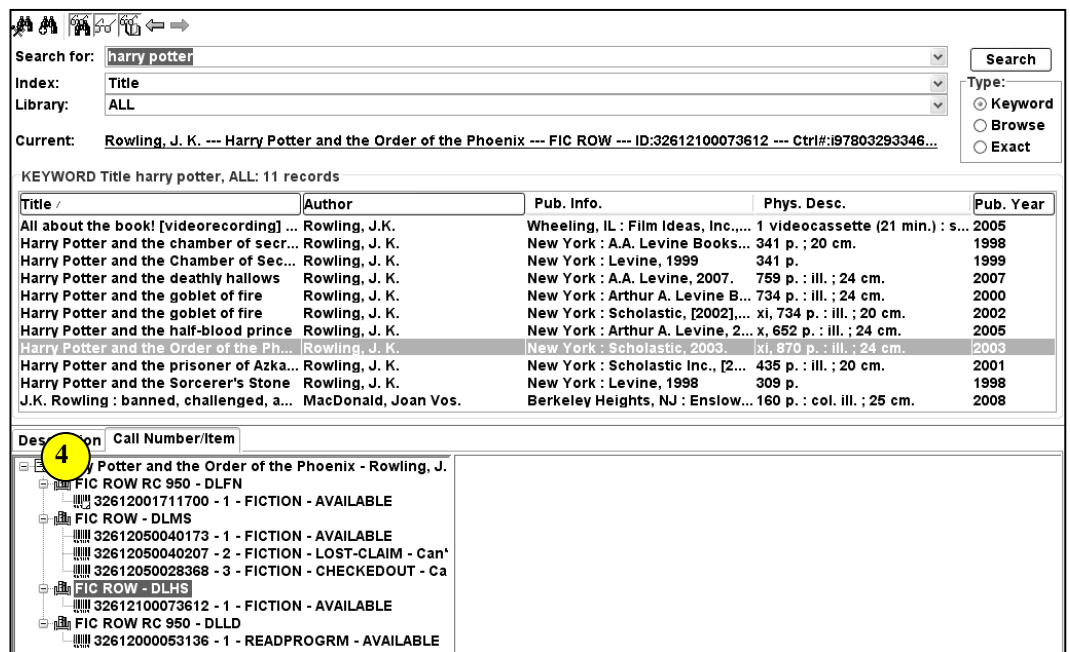
Add Item screen displays.

3. **Search** for the title to add an item.



**NOTE:** If your search finds results, a list of matching records displays in the hit list area. The selected title(s) will display in the lower portion of the window with two tabs, Description and Call Number/Item.

4. **Verify** the information on the Description tab matches the item you are adding.



Select the title to which you want to add a new item, **click** Modify.



Add Item screen displays.

**NOTE:** If specific title/item displays, move to Step 5.

5. **Click** on the call number and library you want for your item.

6. **Click** Add Item button at the bottom of the screen.

Return to Search Save **Add Item** Delete Close

*Add Item/Item Information* screen displays. The default item information will appear.

7. **Item ID** – you should select one of the following procedures to enter item IDs. Select the one method that works best for your school:

- Dumb barcodes – **scan or type** the barcode number. If you scan the

barcode, the number will be saved to the record and appear on the left side of the screen. If barcode validation is turned on for your district, you will be able to type the barcode shortcut.

- Barcode Shortcut – If you are using this feature, you must have auto-generate barcodes turned off in properties. You will be able to type just the significant digits with an x. However, you will need to keep track of the significant digits.

Ex. 32612000100069 could be typed as 10006X

- Auto-generate barcodes – A new barcode number will automatically be generated. Check with your ITC to request this function be set up for your district. You also must have Auto-generate item ID checked in properties (Right click on the Add Item wizard > select properties > Behavior tab > check Auto-generate item id).

8. **Add or modify** the remaining fields in the *Item Information* and *Extended Information* areas as needed.

**Type:** Use the Drop Down menu to select the item group.

**Shelf Location:** Leave to default – Available

**Material Type:** Use the Drop Down menu to select the material type (this is the icon that will display in the online catalog).

**Media Desk** – leave blank

**Total Checkouts** – leave blank – the system generates this number.

**Copy Number** – system generated – do not change.

**Item Library** – your library should be there. If a different library appears, you have selected the wrong call number. Click Delete and go back to Step 5.

**Funding Source** – optional

**Number of pieces** - indicates the

number of pieces associated with a particular copy. If a value of two or more is entered in the number of pieces field, the Circulation wizards will require an override code to check out and check in the item to remind the library staff to check for number of pieces associated with this item.

**Price** - Enter Price

Permanent – leave checked

Circulate – leave checked

Shadow item – check if you do not want the item to appear in the online catalog.

Call number information	
Call number:	FIC ROW
Class scheme:	ATDEWEYLOC
Call library:	DLFN
Shelving key:	FIC ROW ROW HAR RC 000940
<input type="checkbox"/> Shadow call number	
Item information	
Item ID:	32612000100069
Copy number:	1
Type:	FICTION
Item library:	DLFN
Shelf location:	AVAILABLE
Current status:	AVAILABLE
Material type:	BOOK
Funding source:	BIRTHDAY
Media desk:	
Number of pieces:	1
Total checkouts:	0
Price:	\$19.95
<input checked="" type="checkbox"/> Permanent	
<input checked="" type="checkbox"/> Circulate	
<input type="checkbox"/> Shadow item	
Extended information	
Tag	Contents
CIRCNOTE	
PUBLIC	Donated by Steve Coon
STAFF	

### Extended Information

**Circ Note** – appears when the item is checked in and checked out. Use for comments such as 10 copies in set, CD at desk, etc.

**Public** – enter any comments you want to appear in the online catalog such as Donated by the Smith Family.

**Staff** – enter any comments you want to appear only in Workflows such as PO # 1234.

9. **Click** Save to save changes

<b>Return to Search</b>	<b>Save</b>	<b>Add Item</b>	<b>Delete</b>	<b>Close</b>
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10. **Select** from options:

**Return to Search** – sends you back to search screen – no changes made.

**Save** – saves your changes.

**Add Item** – lets you add another item to the record.

**Delete** – removes the item you just added.

**Close** – closes the Add Item wizard.

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