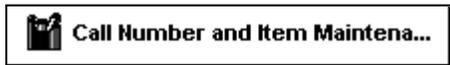


### Call Number and Item Maintenance

The Call Number and Item Maintenance Wizard guides you through the process of adding/editing a call number and adding/editing an item on an existing bibliographic record.

1. **Click** on Cataloging wizard group.
2. **Click** on Call Number and Item Maintenance Wizard.



3. **Search** for the title that matches your item.
4. If your search yields multiple results, a list of matching records displays in the hit list area. The selected title will display in the lower portion of the window with two tabs, Description and Call Number/Item. **Select** the title you want to review.

Call Number/Item Maint

Search for:  Search

Index: Title

Library: ALL

Current: Rowling, J. K. --- Harry Potter and the Order of the Phoenix --- FIC ROW RC 950 --- ID:32612050040173 --- Ctrl#:i9780439358064 --- Copy:1

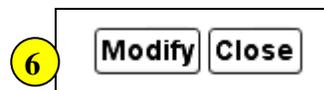
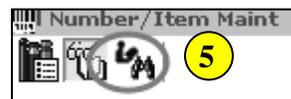
KEYWORD Title harry potter, ALL: 9 records

Title	Author	Pub. Info.	Phys. Desc.	Pub. Year	Library Copies
Harry Potter and the Chamber of Secrets	Rowling, J. K.	New York : Arthur A. Levine Books, 1999.	341 p. : ill. ; 24 cm.	1999	7
Harry Potter and the deathly hallows	Rowling, J. K.	New York : A.A. Levine, 2007.	759 p. : ill. ; 24 cm.	2007	6
Harry Potter and the goblet of fire	Rowling, J. K.	New York : Arthur A. Levine Books, 2000.	734 p. : ill. ; 24 cm.	2000	7
Harry Potter and the half-blood prince	Rowling, J. K.	New York : Arthur A. Levine, 2005.	x, 652 p. : ill. ; 24 cm.	2005	4
Harry Potter and the Order of the Phoenix	Rowling, J. K.	New York : A.A. Levine, 2003.	xi, 870 p. : ill. ; 24 cm.	2003	6
Harry Potter and the Order of the Phoenix	Rowling, J. K.	[England] : Pottermore, [2012]		2012	1
Harry Potter and the Prisoner of AZKABAN	Rowling, J. K.	New York : Levine, 1999	435 p.	1999	4
Harry Potter and the prisoner of Azkaban	Rowling, J. K.	New York : Scholastic Inc., [2001], c1999.	435 p. : ill. ; 20 cm.	2001	2
Harry Potter and the sorcerer's stone	Rowling, J. K.	New York : Scholastic Press, 1998.	vi, 309 p. : ill. ; 24 cm.	1998	3

Description | Call Number/Item

Leader am a0p  
key u23527  
key fol06016464

5. **Click** on the Call Number/Item tab to review specific item information. In multi-library systems, use **Change Display Library Helper** to select only YOUR library.



6. When you have selected the call number or item, **click** on the Modify button at the bottom of the screen.

Once you have selected the record you wish to modify, **follow the appropriate directions** below to add a call number, add an item, or edit either one.

## To Edit an existing call number

1. **Click** on the item number you want to modify.
2. **Make** any changes to the item record. See below for detailed instructions for each field.
3. **Click** on Save at the bottom of the screen.

## To Add a New Call Number

**NOTE:** Add a Call Number if:

- there are no items on that record in your library.
- there are items in your library, but they have a different call number than you want for this item.

1. **Click** on the Title.
2. **Click** on Add Call Number button at the bottom of the screen.

Library for New Call Number dialog box displays.

3. **Select** the library from the drop down box for the new call number, and then **click OK**.

4. **Modify** the call number. If there are other items on the record, the system will display one of them. You may keep it as is or change it.

Leave Class scheme as ATDEWEYLOC and do not change the shelving key.

If you check Shadow Call Number, all items connected to that call number will be shadowed (hidden from view in the online catalog.)

## To Add a New Item

**NOTE:** When you add a new call number, continue down the screen to add the item associated with it. You can also add an Item if there is already an item with the call number and library you need on the record.

The screenshot shows a software interface for adding a new item. On the left, a tree view shows a hierarchy for 'Harry Potter and the chamber of secrets - Rov' with call numbers like 'FIC ROW - DLFN' and 'FIC ROW - DLMS'. The main area is divided into sections: 'Call number information' (with fields for Call number: FIC ROW, Call library: DLFN, Class scheme: ATDEWEYLOC, and Shelving key: FIC ROW ROW HAR), 'Item information' (with fields for Item ID: 5a, Copy number: 1, Type: NONFICTION, Item library: DLFN, Shelf location: AVAILABLE, Current status: AVAILABLE, Material type: BOOK, Funding source, Media desk, Number of pieces: 1, Total checkouts: 0, Price: \$0.00, and checkboxes for Permanent and Circulate), and 'Extended information' (with a table for Tag and Contents). A yellow circle with the number '4' is around the 'Call number information' section, and a yellow circle with '5a' is around the 'Item ID' field.

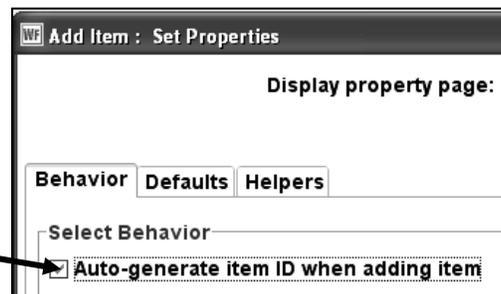
### 5. Modify or Add Item Information

a. **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).



b. Other Item Information fields:

**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 (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 5a

**Funding Source** – optional

**Number of pieces** - indicates the number of pieces associated with a particular item. 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.

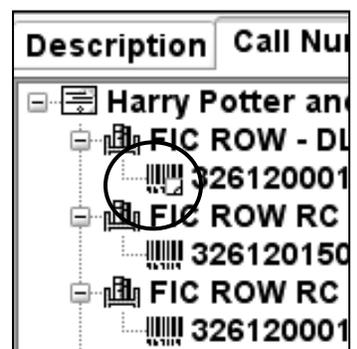
The screenshot shows a web form for item maintenance. It is divided into three sections: Call number information, Item information, and Extended information. In the 'Call number information' section, 'Call number' is 'FIC ROW', 'Class scheme' is 'ATDEWEYLOC', 'Call library' is 'DLFN', and 'Shelving key' is 'FIC ROW ROW HAR RC 000940'. There is a 'Shadow call number' checkbox which is unchecked. The 'Item information' section includes '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' (blank), 'Number of pieces' (1), 'Total checkouts' (0), and 'Price' (\$19.95). There are checkboxes for 'Permanent' and 'Circulate', both of which are checked, and a 'Shadow item' checkbox which is unchecked. The 'Extended information' section contains a table with columns 'Tag' and 'Contents', with one row containing 'CIRCNOTE' and 'Donated by Steve Coon'. A yellow circle with the number '5b' is drawn around the 'Material type' field.

6. **Extended Information** - if an item has a note in one of these fields, you will see a little post-it on the barcode icon in the result list.

**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.



7. **Click** Save to save changes



8. **Select** from options:

- Return to Search - Return to the search list to look up another title.
- Add Call Number - Add another call number to the same title.
- Add Item - Add another item to the call number you just added.
- Delete an item from this record.
- Close window.

**NOTE:** *Closing the window before saving your changes will prompt you with the following message box. A response of “yes” saves any changes you have made, responding with “no” allows you to delete any modification you have made, and “cancel” allows you to resume modification of the item record.*



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