

**Click** on Call Number and Item Maintenance Wizard.



## To Edit an existing call number or item

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

Harry Potter and the chamber of secrets / Rowling, J. K.

Control | Bibliographic | Call Number/Item | Bound-with

Harry Potter and the chamber of secrets - Rowling, J. K.

- 32612000100069 - 1 - FICTION - AVAILABLE 1
- 32612015003407 - 1 - READPR... - MISSING - Car
- 32612050040737 - 1 - FICTION - LOST-CLAIM
- 32612050040702 - 2 - NONFICTION - INTRANSIT
- 32612050040678 - 3 - NONFICTION - INTRANSIT
- 32612100084270 - 1 - FICTION - INTRANSIT

Date created: 6/25/2008  
Date last charged: Never  
Date due: none  
Last discharged: Never  
Date inventoried: Never  
Times inventoried: 0  
Previous user ID: Never  
Last activity: Never  
In-house uses: 0

Call number information

Call number: FIC ROW      Class scheme: ATDEWEYLOC

Call library: DLFN      Shelving key: FIC ROW ROW HA

Shadow call number

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Item information

Item ID: 32612000100069      Copy number: 1

Type: FICTION      2      Party: 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

Permanent:       Circulate:

Shadow item

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Extended information

Tag	Contents
CIRCNOTE	
PUBLIC	Donated by Steve Coon
STAFF	

## 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.
3. **Select** the library from the drop down box for the new call number, and then **click OK**.
4. **Modify** the call number.
5. **Add** the item information.

The screenshot shows the 'Call Number/Item Maint' window for the record 'Harry Potter and the chamber of secrets / Rowling, J. K.'. The 'Control' tab is selected, and a yellow circle with the number '1' highlights the title. Below the title is a list of call numbers and their associated status:

- FIC ROW RC 940 - DLFN
- 32612015003407 - 1 - READPROGRM - MISSING - Can't
- FIC ROW - DLMS
- 32612050040737 - 1 - FICTION - LOST-CLAIM
- 32612050040702 - 2 - NONFICTION - INTRANSIT
- 32612050040678 - 3 - NONFICTION - INTRANSIT
- FIC ROW - DLHS
- 32612100084270 - 1 - FICTION - INTRANSIT
- FIC ROW - DLHS
- 32612001413257 - 1 - FICTION - AVAILABLE

At the bottom of the window, a yellow circle with the number '2' highlights the 'Add Call Number' button in the navigation bar. The navigation bar also includes 'Return to Search', 'Save', 'Add Item', 'Delete', and 'Close' buttons.

## To Add a New Item

**NOTE:** *You can add an Item if there is already an item with the call number and library you need on the record.*

1. **Click** (highlight) on the Call Number you want for your item.
2. **Click** the Add Item button at the bottom of the screen.
3. **Enter** the item information

Be sure to enter the following:

- Item ID – use dumb barcode, barcode shortcut, or auto-generate
- Item Type
- Material Type
- Funding Source
- Number of pieces
- Price
- Notes

