

Item Maintenance Introduction

Title

A "title" represents a MARC or bibliographic record in the catalog.

Call Number

In Sirsi K12, a call number is created for each school that owns a copy of the title. The call number includes the school and the call number that will be used for all copies added to this call number.

Item

An item is the actual bar-coded item. All copies of a school's title that have the SAME CALL NUMBER will be added to the same call number.

If an ADDITIONAL COPY IS ADDED WITH A DIFFERENT CALL NUMBER (ex: using PB as prefix), a new call number must be added for that school and call number.

EXAMPLE: Harry Potter and the sorcerer's stone – 1 bibliographic record

LMHS has 1 copy hardback and 2 copies paperback.

LMFM has 1 copy hardback.

LMIN has 1 copy hardback.

LMLB has 1 copy accelerated reader hardback.

LMSO has 1 copy hardback.

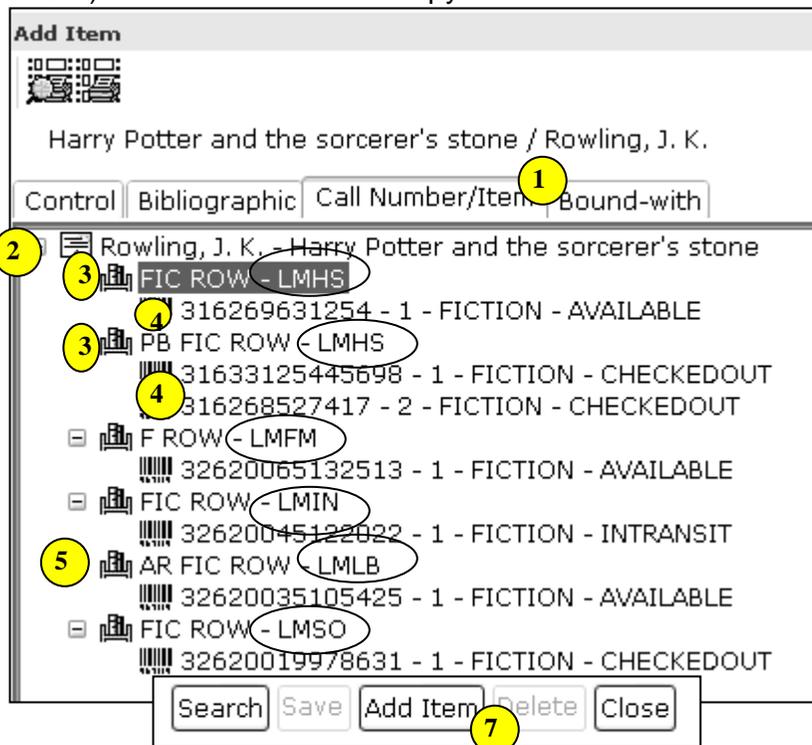
2 call number records for LMHS (PB FIC ROW) 2 copies (FIC ROW)	1 copy
1 call number record for LMFM hardback (F ROW)	1 copy
1 call number record for LMIN hardback (FIC ROW)	1 copy
1 call number record for LMLB accelerated reader (AR FIC ROW)	1 copy
1 call number record for LMSO hardback (FIC ROW)	1 copy

Sample Screen for Add Item.

1. Call Number/Item Tab
2. Title
3. Call Numbers at LMHS
4. Copies at LMHS
5. Call Number at LMLB

To Add Item to existing Call Number:

6. **Click** on Call Number (highlight).
7. **Click** on Add Item button.
8. **Click** Save button when finished.



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