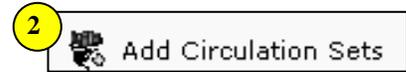


Add an ereader and multiple ebooks as a Circulation Set

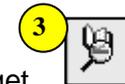
Before starting this process, you should have a complete MARC record for each ebook that you intend to add to the set.

The Add Circulation Sets wizard is used to create a circulation set.

a. **Click** on Maintain Wizard Group.



2. **Click** on Add Circulation Set.



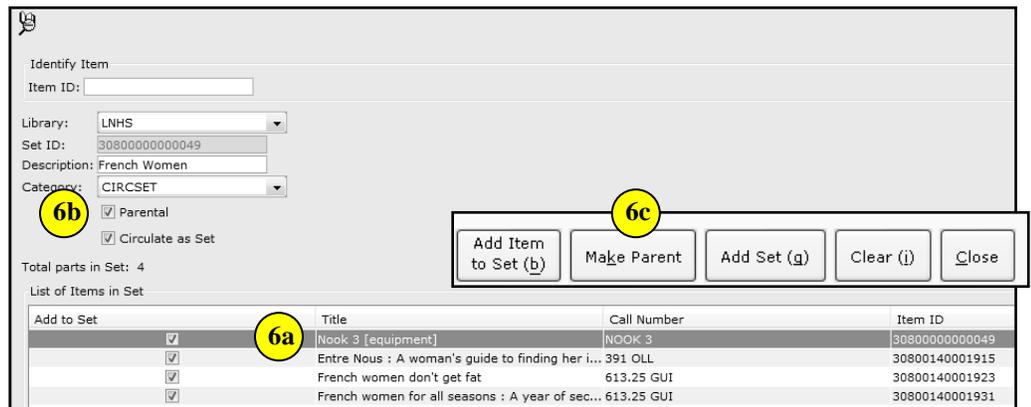
3. To add titles to your set, **search by title**, using the item search gadget

4. **Click** Add Item to Set when the item is located.



5. **Repeat** this process to add more ebook titles to the set. You must have at least two Item IDs to make a set.

6. Once you have added all the ebooks to the set, add the ereader record to the set and make it the parental item of the set:



a. **Highlight** the ereader.

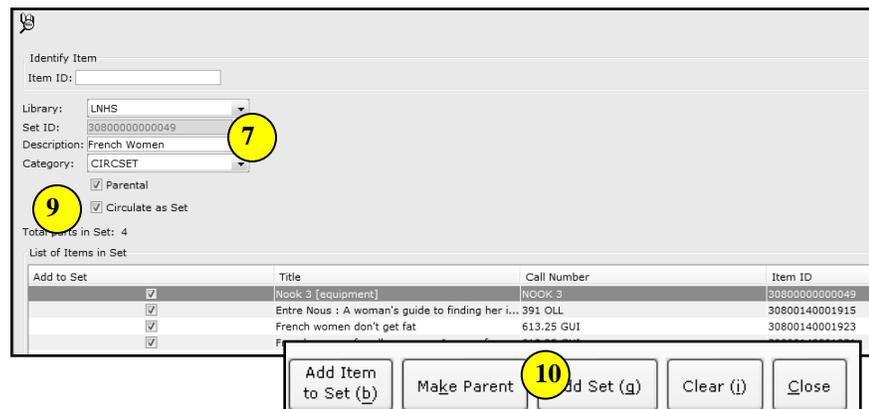
b. **Check** the Parental box.

c. **Click** the Make Parent button.

7. **Enter** a description of the set. Make the description clear and consistent, as you will be using this description to locate the set in Workflows, ex. Nook 1, Nook 2, etc.

8. Do not change category.

9. **Check** Circulate as Set - items within the set can only circulate as part of the set.



10. **Click** Add Set to keep your changes and save the set.

After adding this set, you can clear this list from the wizard window and add another circulation set or Close to exit the wizard.

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