2

to Set (b)

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.
- 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.

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

g.

Identify Item Item ID:

LNHS

CIRCSET

☑ Circulate as Set

V V

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Title

Nook 3 Feauipr

French women don't get fat

Add Item

to Set (b)

Entre Nous : A woman's guide to finding her

Description: French Women

Fotal parts in Set: 4 List of Items in Set

Library:

Set ID:

Category:

9

Add to Set

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







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Ma<u>k</u>e Parent

d Set (g)

Add Set (g)

Clear (i)

Close

Item ID

Clear (i)

30800140001915

30800140001923

<u>C</u>lose

Add Circulation Sets