

## How to Create a New Item Record manually

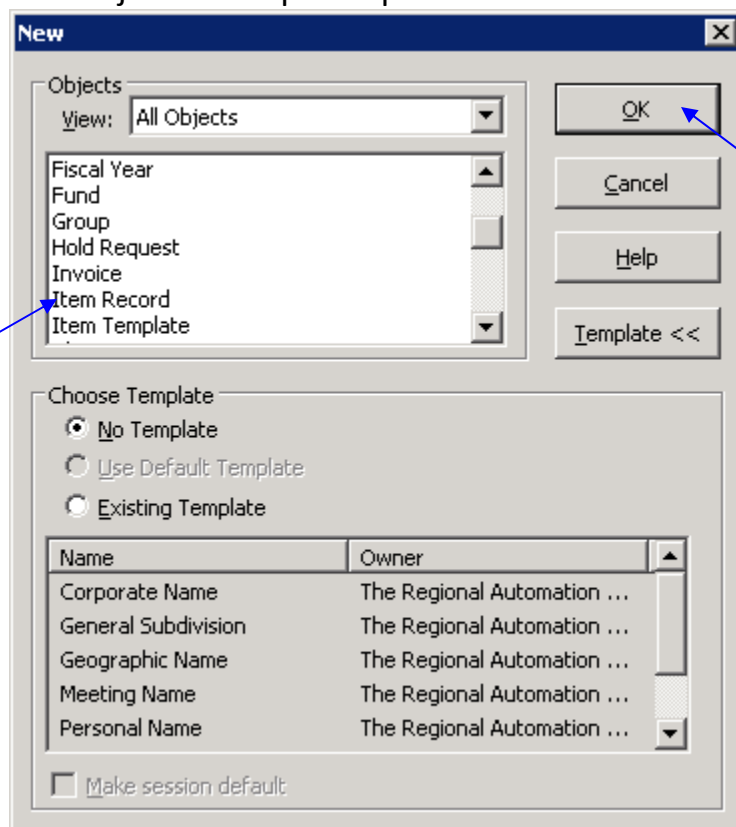
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Select File → New

Or simply click on the White paper below the File menu.



The Objects box opens up



High Light Item Record and Click on OK

The new item record options dialogue box opens.

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**New Item Record Options**

Item information  
Title:    
Author:  Bib control:

Call number  
Scheme:   Use template values instead of these (if available)  
Prefix:   
Class:   
Cutter:   
Suffix:   
Vol:   
Copy:

Price:   
Circ status:   
Renewal limit:

Display in PAC  Loanable outside system  
 Non-circulating  Holdable

Item barcode(s)  
 Use system assigned barcodes

Distribution  
Item total:  Barcode total:

Items	Branch	Collection	Shelf Location	Material Type	Loan Period	Fine Code	Stat Code	Owner	Template
1									(None)

Click on Find and from the find tool search for the title by title, ISBN etc. From the displayed results select the correct Bibliographic record for which you are creating an item record.

Scan in the barcode under Item barcode(s) on the top right hand corner

Fill in the following Call Number details.

Prefix  
Cutter  
Suffix  
Vol  
Copy

Fill in the price

Circ Status – Choose In or In Processing

Decide the options to display the item in the PAC, whether it is loanable outside the system etc

Under the Distribution grid:

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First line has items 1


Click on Branch. From the drop down box select your branch.

Fill in the Collection, Shelf Location, Material Type, Loan Period, Fine Code, Owner from the drop down boxes.

**Note: The branch and the Owner should be your library**

If you want to add more item records:

For e.g. Magazines or for multiple copies for a title

After filling in the first item details in the distribution grid, click on the black arrow  in the hand corner of the distribution grid. The cursor goes to the 2<sup>nd</sup> line in the item distribution grid and you are ready to enter 2<sup>nd</sup> copy.

Once you are finished, click OK and close the item record box.