

Advanced Title Record Creation

In addition to the required fields listed in the “Creating Short Title Records” document, those libraries that feel comfortable adding the following advanced fields, as applicable:

245 |h[GMD] This field is used when you want to indicate a specific medium of the item; for example, when you have a movie in hand that is a Blu-Ray as opposed to a DVD.

To use, enter the 245 field title as normal, then use Shift and the \ (backslash) key to enter a | character, then the letter h, in lowercase. Follow this with a square bracket, [, the material type, and a closing square bracket.

The completed field should look something like:

245 Night at the museum |h[Blu-Ray]

028 This field is used for the Publisher Number, a shorter number which is often found on CDs and other items that lack an ISBN and UPC. Enter the numbers as you would an ISBN or UPC, scanning if possible to ensure accuracy.

590 The 590 field is used for “Local Notes”. Along with other information (such as number of discs for a CD-Book), it can be used to enter the series the item belongs to. This helps cataloging staff track down the correct record to overlay the short record.

Setting Properties

If a library is adding multiple titles of the same kind (ex. multiple DVDs) at once, they can adjust the Properties of the Add Title wizard to fill in some item fields automatically.

To set Properties, on the left-hand bar go to the **Add Title wizard** (when adding a short record) or **Add/Edit Item wizard** (when barcoding a copy) and right click; from the dropdown, select *Properties*.

On the Set Properties window, fill in each dropdown with the value to be added to a newly created item by default. Fields that default values can be set for include:

- Item Type
- Home Location
- Item Category 1
- Item Category 2
- Item Category 3
- Item Category 4

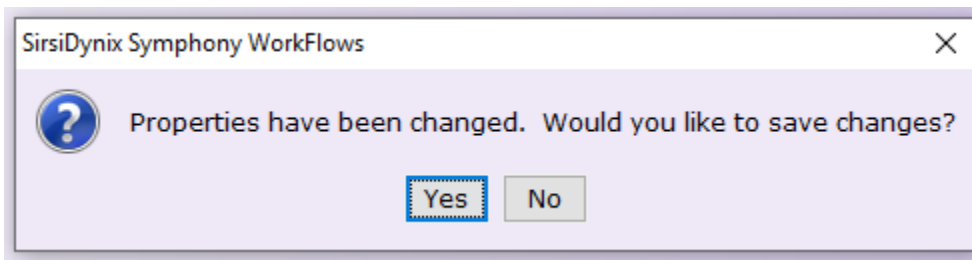
For example, when barcoding a stack of DVDs, the Properties of Add/Edit Item can be set to:

- Type: DVD
- Home Location: NEW-DVD
- Item Category 1: DVD
- Item Category 2: ADULT
- Item Category 3: FICTION
- Item Category 4: CIRC

Then, when “Add Item” in Add/Edit Item is clicked, the values for the new item will be the defaults set, allowing the library to enter only the Call Number, Price, and Item ID for the item, saving time.

When the fields have been set as appropriate, click **OK** in the Property Window. These settings will stay until Workflows is closed.

IMPORTANT: When Workflows is closed, it prompts to Save Properties:



ALWAYS CLICK NO.

Saving properties will cause the next day’s items to be barcoded to have the wrong Type, Location, and Item Categories. It also causes issues later if the system needs to make a global change to a library’s properties.

Contact Melissa Klein (klein@winnefox.org) or Karla Smith (smith@winnefox.org) if you accidentally save properties.