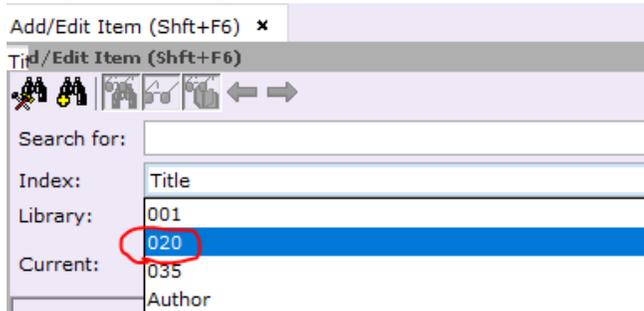


### Assorted Reminders when Adding Items (Barcoding)

- 1) Watch the screen carefully! Make sure you are adding a new item, not overwriting someone else's with your library and barcode.
- 2) Fill in all required fields accurately. They are all important for different reasons:
  - a. Item Type: Controls the loan period for the item, and the way to separate out adult and juvenile circulation
  - b. Home Location: Indicates where the item is on the shelf in the library
  - c. Item Cat1 – 3 : Used for many statistical reports and in the catalog for facets. Item Cat1 also controls the book list on the front page of the catalog.
  - d. Price: Used to accurately bill patrons for lost or damaged material.
- 3) When adding a copy, search for an existing record with an ISBN search *first*. (For DVDs, this will be the UPC number instead, but the process is identical.) This helps ensure that you find the correct title to add your item to, and do not create a duplicate title.

Search by ISBN/UPC by clicking on the Index dropdown and selecting "020":



Change the Search Type to *Keyword*; this will open an exact match automatically, instead of requiring you to examine the details of the item in the search results pane:



If you have a scanner, you can scan the ISBN/UPC, usually found on the back cover of the item. If you do not have a scanner attached to the computer, you can key in the ISBN/UPC manually.

If searching by ISBN/UPC does not bring up the correct result, then change the Search Type back to Browse, the Index back to "Title", and search for the item using the title.

If after searching by both ISBN/UPC and title you do not find an existing record in the catalog, then you should add a short record following the instructions in the document "Barcoding – Title is NOT in the Database", on the Extranet.