Item Maintenance : On-the-fly Items

Last Update : 22 July 2004

For more information : Susan Andrews, Technical Services
Leonora Crema, Borrower Services

On-the-fly refers to entering item information, usually as the item is being circulated to a borrower.   Usually, you can tell an item lacks information because item comes up as "no item found" when charging out a book

Items may lack information in a variety of ways, each requiring a different approach. To see what item info exists:

1. Click on the **Item** icon and search by title or call number and display item record if found

A If an item record is found but lacks a real barcode

1. Click on **Item** in menu bar and select **Barcodes**…from dropdown list.

2. Click on **Add.**

3. Key or scan in the new barcode and click **OK**. (This procedure should only be done for 3888… or 3999…barcodes, you should never change the barcode of a 39424…barcode item. Use the add item procedure.)

4. <u>Do not</u> remove any inactive barcodes, if present.

5. Click on **Close.**

B. If another item record is found, but the copy or volume you have is not listed, <u>or</u> if you find a bibliographic holding with no items attached

1. Click on **Item** in menu bar and select **Add** item. You will be asked "link item to existing holding". Say yes, if the record displayed is your location, say no, if your location is not listed

    a) **If yes** (to link to your branches existing holding) click on yes

      i. Go to the **Holding/Item** tab. If adding a volume key in v. # for enumeration, year in full for year…otherwise leave blank.

     ii. Go to the **Item** tab. Select item type (in most cases will be book), key in copy number, tick cataloguing review and key in barcode.

    iii. Click on **OK**.

b) **If no,** because your location was not listed, click on no

      i. Select your branch location from dropdown box, select **Call Number Type : Library of Congress**, key in the call number, using the correct formation (e.g. BF735.A2 N7 1993).

     ii. Go to the **Holding/Item** tab. Put in volume and/or year if required otherwise leave blank.

    iii. Go to the **Item** tab. Select **Item Type**, key in the copy number, tick **Cataloguing Review** and key in the barcode.

    iv. Click on **OK**.

C. If no item record (check both title and call number for accuracy)

1. Click **OK** on message "No match found for this search".

2. Click on the **Item** menu and select **Add Bib/Item**.

3. Select the appropriate template – Book, gift, take-in, house order or on the fly.

4. Go to the **Item** tab. **<u>You must fill in the following areas:</u>**

    a. item type – select appropriate one from dropdown box

    b. copy number – put in correct copy number

    c. cataloguing review – tick this box so that the item can be properly catalogued at a future date

    d. barcode – key in barcode (do not wand in)

5. Go to the **Holdings** tab. **<u>You must fill in the following areas:</u>**

    a. location – select your branch from the dropdown box

    b. call number type – select Library of Congress from the dropdown box

    c. call number – key in call number using correct format (BF395.M4 D2 1991)

    d. enumeration – key in volume number (v. #), year, etc (as noted on spine of item)

6. Go to the **Bib** tab. **<u>You must fill in the following areas:</u>**

    a. Personal name – this is for the Author (use correct format) Smith, John C.

    b. Title – Life is interesting: Other know facts (for Asian Library: if title is unreadable [because of language] please key in using this format [language temporary title] example: [Chinese temporary title] This is a required field.

    c. Note to LPC – key in on the fly or OTF. This is a required field.

7. Click on OK