

## How to find your library's fast-adds, and what to do with them when you find them...

Fast-adds are not always a bad thing. They can be useful, but they are never intended to be permanent. When the fast-added item is checked in, the fast-add must be dealt with. Delete it or catalog it. Don't ignore the fast-add, put the item back on the shelf, or think that you'll get back to it later.

To check and fix your library's fast-adds, follow these steps:

- 1. Find your fast-adds.** Do an Item Group Editor search (Administration > Group Editor Menu> Item Group Editor). Highlight "location" and type in your location code. Click on the "and" button. Highlight "Fast-add" (you'll probably have to scroll down). Make sure the "yes" option is checked. Click "Search."
- 2. Look at each result individually.** From your Item Group Editor search, you'll get a list of all fast-added items for your library. Highlight the first one, click Send to, select MARC Editor (or press F12). The MARC editor will show a very poor, brief record.
- 3. Search the database for a matching good record.** If you can't find it in Horizon, go to WorldCat. Search and match carefully. If you need help, call Terry or Sue at IHLS/Decatur Office, or any member of Database Standards.
- 4. Send the matching good record to the MARC Editor and move your item to that record.** Don't close out your fast-added record from the MARC Editor -- you need both of them up (**but have ONLY the fast-add and the good record open in the MARC Editor at the same time – no other MARC records**). Make sure that the good record matches the item you have in hand. If it does, go back to the MARC record for your fast-add. Pull up the item list (pink books). Highlight the item in the list that belongs to the item you want to move to the other record (the right record). Go to MARC > Relink Item (on the menu bar). It will ask you if you want to relink from bib XXXXX to bib YYYYYY. Make sure that bib YYYYYY is the right bib number for the right record. Say yes.
- 5. Edit the item record.** Go back to the right record. Display your item list (pink books). Find your item record. Double-click. Edit as usual -- make it a "good" item record (change the call number, add a price, check for correct collection, itype, etc.). **Make sure you uncheck the fastadd box if it's checked.** Save and close.
- 6. Delete the fast-added bib.** Once the item is on the correct record, and there are no more items on the old, fast-added bib, delete the fast-add. This is not a bib we want to remain in the database.
- 7. Repeat steps 2 through 6 for each fast-added bib on your list.**

If you have questions about fast-adds, call Terry or Sue at IHLS/Decatur Office, or any member of Database Standards.