

FAST-ADDING ITEM AND BIB RECORDS

FAST – ADD ITEMS - Checkout

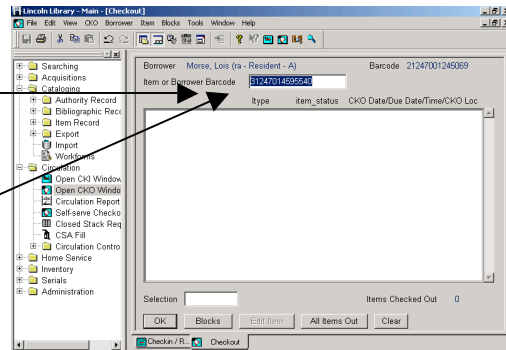
Open the Checkout Window.

Enter the Borrower Barcode number.

Press “Enter”.

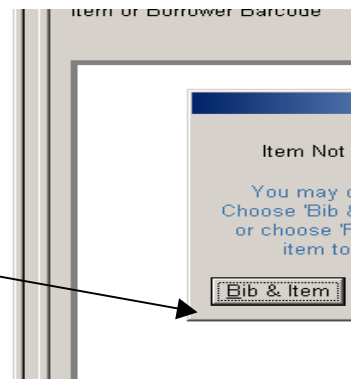
Enter the Item Barcode number.

Press “Enter”.



A “Item Not Found/Fast Add” pop-up box is displayed.

Click on the “Find Bib” button.



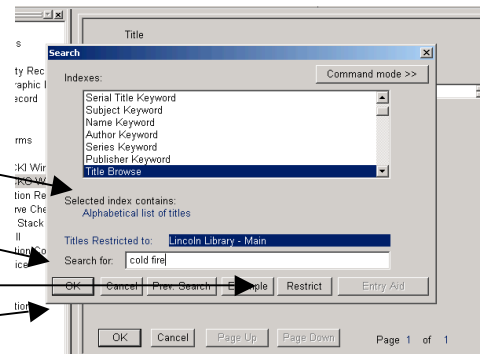
A “Search box” is displayed.

Click on “Title Browse”.

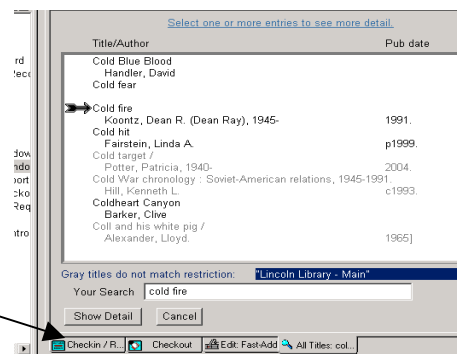
Type in the title of the book in the “Search for” field.

Remember to “Restrict” the search to the owning location stamped on the book.

Click “OK”.



Select the title from the titles listed and confirm the bibliographic information by clicking on “Show Detail”.



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A Bibliographic detail window displays.

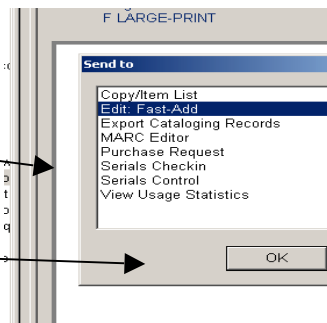
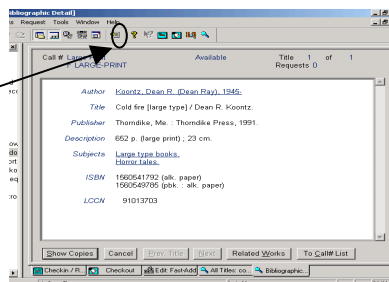
Click on the “Send To” icon.

If the matching title is not present in the Titles listing. Or If the Bibliographic information does not match the item in hand when Bibliographic Detail is displayed.

Proceed to – Fast Add Bib & Item

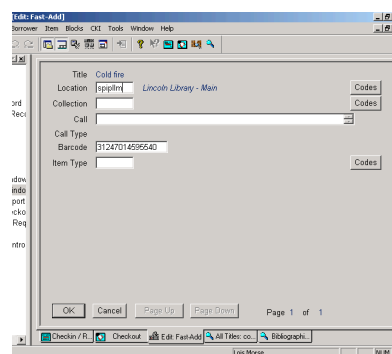
Edit : Fast-Add should be highlighted in the “Send To” pop-up box.

Click “OK”.



A Edit: Fast Add window will display with the title of the book already listed.

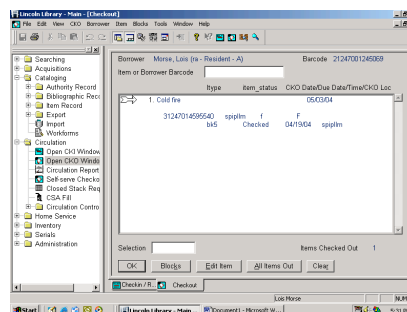
- Enter the “Location” code.
- Enter the “Collection” code - (fast).
- Enter the “Call number” of the item.
- Enter the “Item Barcode”.
- Enter the “Item Type” code.



Click “OK”. There will be an audible beep notifying that checkout has completed.

Escape to close any open windows till the “Checkout” screen is active again on the desktop Launcher. The Fast-Added item should now be listed in the Borrower’s Checkout window.

Continue checking out the customer’s remaining items by entering the barcodes in the item barcode field.

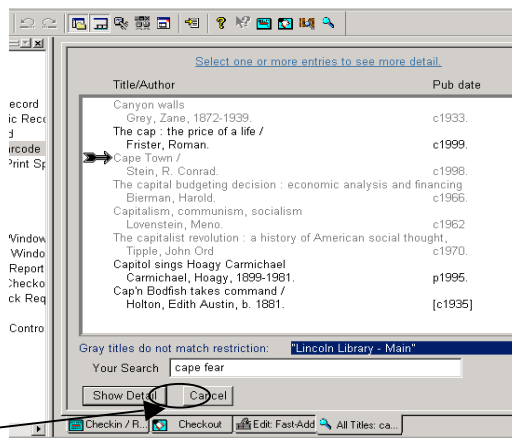


Fast Add Bib & Item:

If the matching title is not present in the Titles listing.

OR

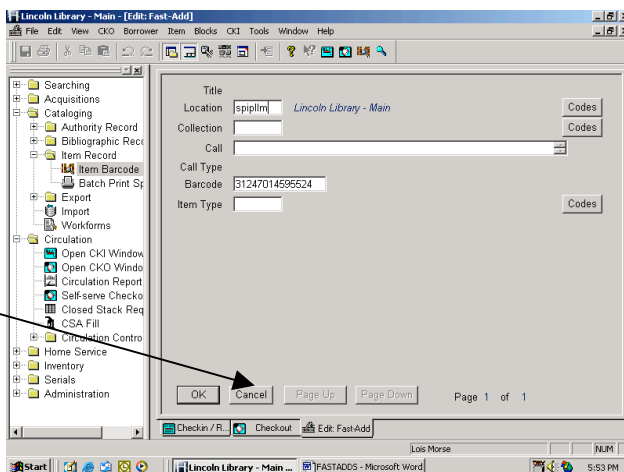
If the Bibliographic information does not match the item in hand when Bibliographic Detail is shown...



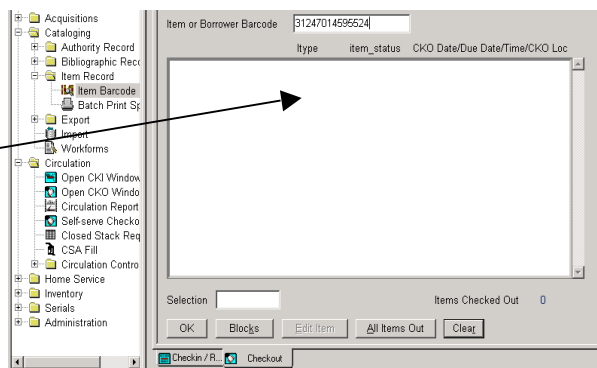
Click "Cancel".

A "Fast-Add" window immediately displays without a title listing.

Click "Cancel".



Re-enter the item barcode in the Checkout window.

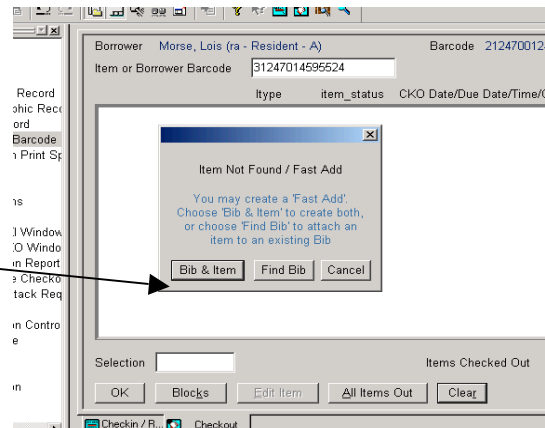


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Press “Enter”.

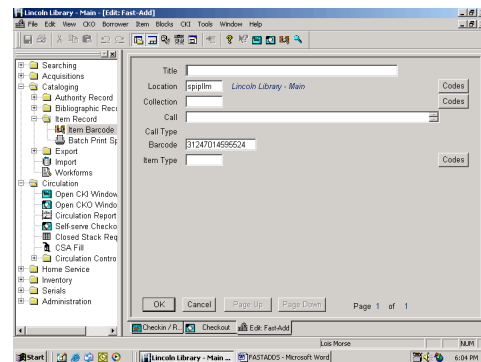
The Item Not Found/Fast Add pop-up box again displays.

Click on “Bib & Item”.



An “Edit: Fast Add” window displays.

- Enter the “Title” of the item.
- Enter the “Location” code.
- Enter the “Collection” code – (fast).
- Enter the “Call number” of the item.
- Enter the “Item Barcode”.
- Enter the “Item Type” code.



Click “OK”. There will be an audible beep notifying that checkout has completed.

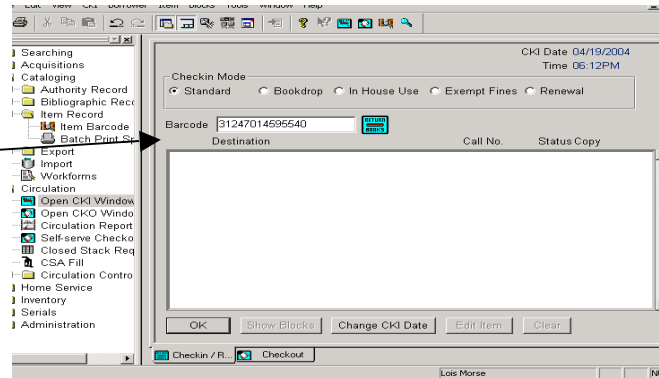
The “Edit: Fast Add” window is automatically closed and the Checkout window is active. Continue checking out material to the borrower.

FAST – ADD ITEMS – Checkin

Open the “Checkin” window.

Enter the Item Barcode in the Barcode checkin field.

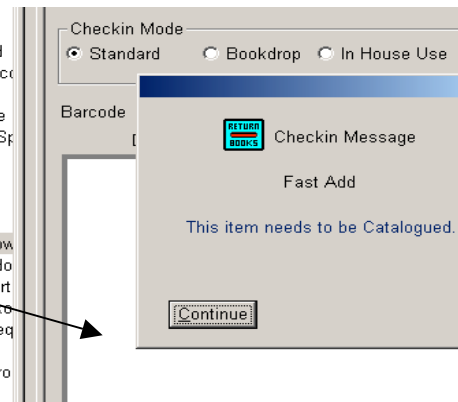
Press “Enter”.



A Check-in Message displays.

Click “Continue”.

A receipt will print that states this item should go to Cataloging.



Attach the slip to the material and put on the Cataloging shelf or in deliveries.

Consult the Database Standards Manual section eight “Fast-adding item and bib records” for steps how to catalog a fast-add item and bib record when the item comes back. If you have any questions about the fast-add process, please contact an experienced cataloger or a member of the Database Standards Committee.