

Portland Public Schools

Via Circulation Quick Reference Guide

Attaching a Single Item to an Existing Bib

Following are step-by-step instructions for attaching a new item (book, DVD, etc.) to an existing bibliographic record. This function is performed from the Via Search/Holds mode.

#	Recnum	Call Num	Barcode	Location	Due Date	Holds	Bookings
1	110293000	FC SNELLING	33168020462616	3dcf	AVAILABLE 0	0	0
2	122804936	FC SNELLING	No Barcode	3dcf	AVAILABLE 0	0	0




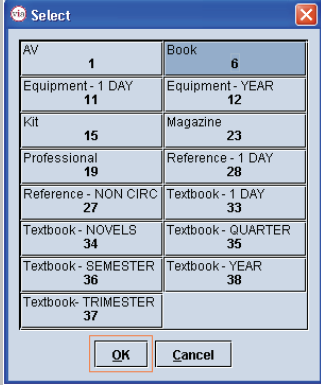





Search / Holds

From the Search/Holds Mode:

Step 1	Enter the title of the book in the Index Search field.	Index: t Title <input type="text" value="red river"/>
Step 2	Click on the desired record to select it. Verify that the bib information in the <i>Brief Record Display</i> box is a correct, 6-point bib match. To add a new item to a bib record, a match must be made on Author, Title, Publisher, city of publication, year of publication, and number of pages.	
Step 3	Once a correct bib match has been verified, click on the Select button.	<input type="button" value="Select"/>
Step 4	Click on the View drop down arrow and select Item .	View: h Holds/Bookings i ITEM h Holds/Bookings all All
Step 5	Click on the Attach New Item button.	<input type="button" value="Attach New Item"/>
Step 6	Single Item will be selected by default. Click on the OK button.	<input checked="" type="radio"/> Single Item <input type="radio"/> Multiple Items <input type="button" value="OK"/>
Step 7	Choose the template that matches the item you wish to add: Fiction template for Fiction titles, etc. Click on the Select button.	Summary <input type="button" value="New ITEM"/> Select Template aFICitem: FICTION item Bitem: BIOGRAPHY item chitem: CHAPTERBkitem CSitem: STORY COLLECTION item Eitem: EVERYBODY item <input type="button" value="Select"/> <input type="button" value="Cancel"/>

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<p>Step 8</p>	<p>The template will provide prompts. The first prompt is Location.</p>	
<p>Step 9</p>	<p>Click on the Next button to continue. If you wish to start again (at any time) click on the Cancel New Record Creation button.</p>	
<p>Step 10</p>	<p>Continue through the fixed length prompts, accepting the default information or changing as needed for Location, Status, and Price.</p>	
<p>Note:</p>	<p>In fixed length fields, double-click in the field to bring up an options window. Click on the correct option box. Click on the OK  button to accept your choice.</p>	
<p>Step 11</p>	<p>The next prompt is Call No. If there is already something embedded, tab until the cursor is blinking at the end and then enter the rest of your call number. For example: 099 □□FIC bSNE Enter the call number for your item and click on the Next button.</p> <p>Important If there is information embedded in this field, tab to the end of it and add the needed information.</p>	
<p>Step 12</p>	<p>The last prompt, Barcode, will be for a variable length field. Scan in the barcode for the item. Once the barcode is scanned you will automatically forward to the next prompt. If you manually enter a barcode, or want to skip the barcode at this point, click on the Next button.</p>	
<p>Step 13</p>	<p>When all data is entered, click on the Save button.</p>	
<p>Step 14</p>	<p>Click on the Close button when you are finished working with this record.</p>	