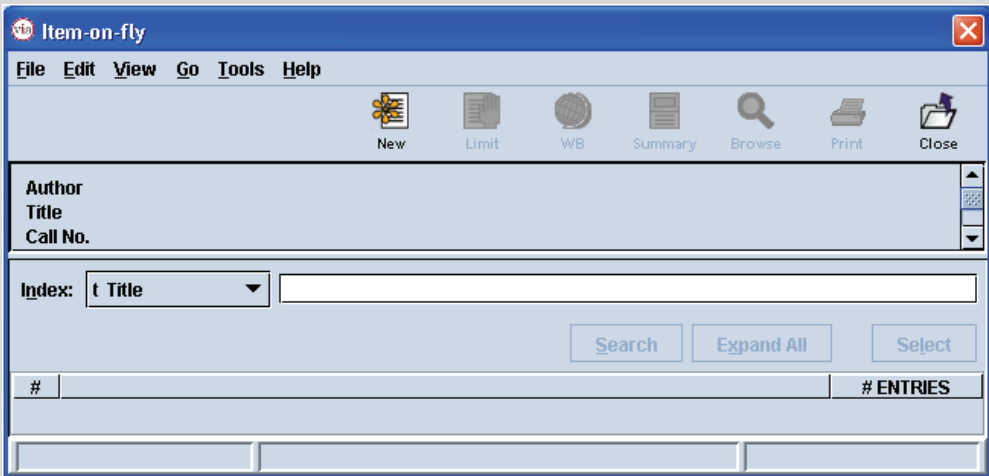


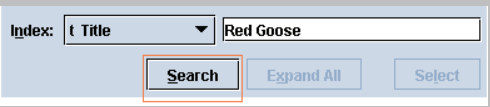

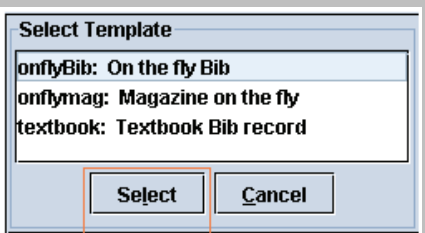


# Portland Public Schools

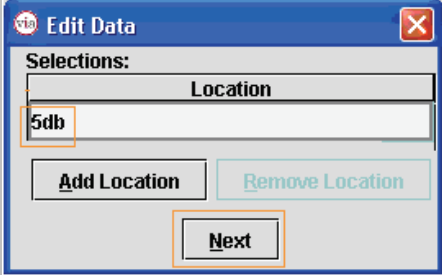
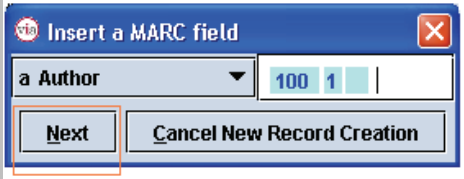


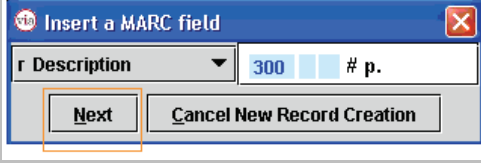
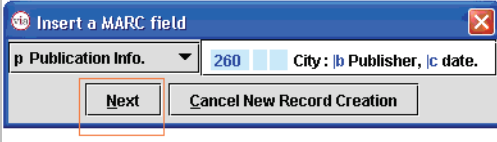
## Via Circulation Quick Reference Guide

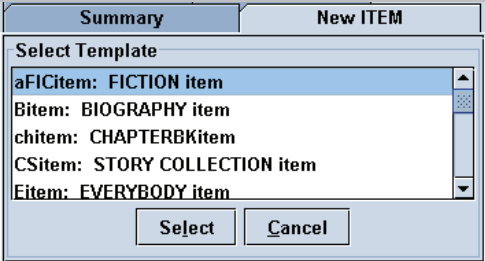


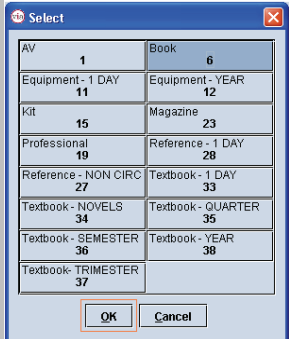
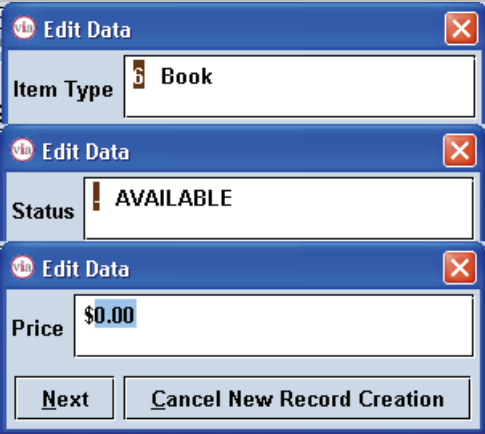

### Item On-the-Fly

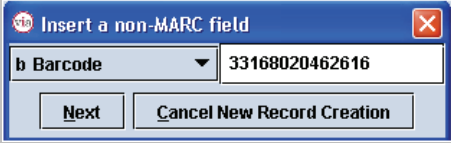

Following are step-by-step instructions for checking out an item (book, DVD, etc.) for which there is no existing bibliographic record. This function is performed from the Via Circulation Desk mode.

		
 <b>From the Circulation Desk Mode:</b>		
<b>Step 1</b>	Retrieve the Patron's record.	<b>Key or Scan Item or Patron Barcode</b> <input type="text"/> <input type="button" value="Search"/>
<b>Step 2</b>	Scan the book barcode. If no matching barcode is found, the <i>Item-on-fly</i> window will open	
<b>Step 3</b>	Type the title of the book in the <b>Index Title</b> field. Click on the <b>Search</b> button.	
<b>Step 4</b>	If there is still no match (title, author, publisher, city of publication, year, pagination), click on the <b>New</b> button.	
<b>Step 5</b>	If it isn't highlighted, click on the <b>On the fly Bib</b> template. Click on the <b>Select</b> button.	

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<p><b>Step 6</b></p>	<p>The template will first prompt you for a <b>Location</b> code.</p> <p>Key in your 3 digit library code and click on the <b>Next</b> button.</p>	
<p><b>Step 7</b></p>	<p>Next is <b>Author</b>. Type in the author's name (Lastname, Firstname) at the flashing insertion point and then click on the <b>Next</b> button.</p>	
<p><b>Step 8</b></p>	<p>The next prompt will be for the book title.</p> <p>Highlight the <b>ALL CAPS</b> text in the title field, then type the book title in all caps (upper case).</p> <p>Click the <b>Next</b> button to continue.</p>	
<p><b>Step 9</b></p>	<p>The next prompt is <b>Standard No.</b> Enter the <b>ISBN</b></p> <p>Click the <b>Next</b> button to continue.</p>	
<p><b>Step 10</b></p>	<p>The <b>Description</b> prompt will appear next.</p> <p>Replace the # sign with the last numbered page in the book, leaving the <b>p.</b> in place and click on the <b>Next</b> button to continue.</p>	
<p><b>Step 11</b></p>	<p>The <b>Publication Info.</b> prompt will appear next.</p> <p>Double-click on the word <b>City</b> to highlight the text and type the city of publication.</p> <p>Double-click on the word <b>Publisher</b> to highlight the text and type the publisher.</p> <p>Double-click on <b>date</b> to highlight the text and type the date (year of publication only).</p>	
<p><b>NOTE:</b></p>	<p>Please remember to leave the punctuation and field separators in place (  b  c ).</p>	

<p><b>Step 12</b></p>	<p>Once the bibliographic information is entered, information specific to the new item record will need to be entered. This requires a <b>New Item</b> template.</p> <p>Click on the appropriate template to highlight it (if it isn't already highlighted).</p> <p>Click on the <b>Select</b> button.</p>	
<p><b>Step 13</b></p>	<p>The default <b>Location</b> is embedded in the template. Enter your 4-5 digit Location code</p> <p>Click on the <b>Next</b> button to continue.</p>	
<p><b>Note:</b></p>	<p>In fixed length fields, <b>double-click</b> in the field to bring up an options window.</p> <p>Click on the correct option box.</p> <p>Click on the <b>OK</b>  button to accept your choice.</p>	
<p><b>Step 14</b></p>	<p>Continue filling data in the <b>Type, Status,</b> and <b>Price</b> fields (just as described in step 12).</p> <p>Click on the <b>Next</b> button for each prompt.</p>	
<p><b>Step 15</b></p>	<p>The next prompt is <b>Call No.</b> 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</p> <p>Enter the call number for your item and click on the <b>Next</b> button.</p> <p><b>Important</b> If there is information embedded in this field, tab to the end of it and add the needed information.</p>	

<p><b>Step 16</b></p>	<p>The last prompt, <b>Barcode</b>, will be for a variable length field.</p> <p>Scan in the barcode for the item. Once the barcode is scanned you will automatically forward to the next prompt.</p> <p>If you manually enter a barcode, or want to skip the barcode at this point, click on the <b>Next</b> button.</p>	
<p><b>Step 17</b></p>	<p>Click on the <b>Save</b> button to save the new entry.</p>	
<p><b>When the <i>On-the-fly</i> entry is complete, the item will be checked out to the patron.</b></p>		
<p><b>Note:</b></p>	<p><i>On-the-fly</i> bib records are not intended to be a temporary entry. They will be edited and retained in the database at the District level.</p>	