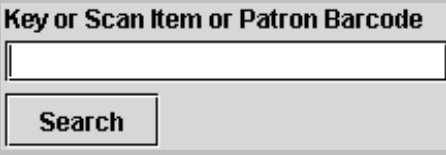


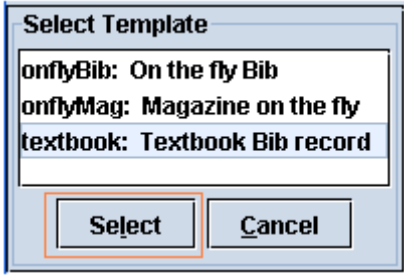
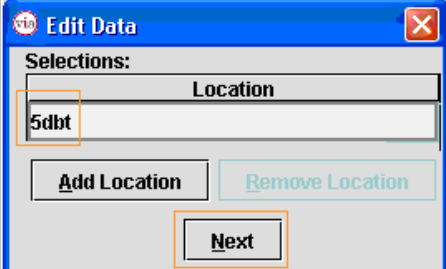


# Portland Public Schools


## Via Circulation Quick Reference Guide

### Textbooks/Lit Sets on the Fly

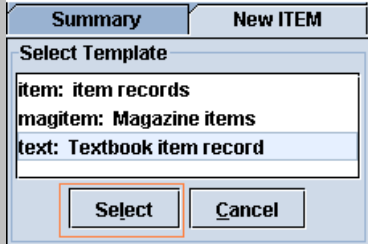
Following are step-by-step instructions for creating Textbook/Lit Set bib and item records. This function is performed from the Via Circulation Desk mode.


From the Circulation Desk Mode:		
Creating the Textbook/Lit Set Bib		
<b>Step 1</b>	Access your patron record.	
<b>Step 2</b>	Scan the textbook's barcode to prompt the <i>Item-on-fly</i> window to open	
<b>Step 3</b>	Click on the <b>New</b> button.	
<b>Step 4</b>	Highlight the <b>Textbook Bib</b> record in the <i>Select Template</i> options.  Click on the <b>Select</b> button.	
<b>Step 5</b>	The template will first prompt you for a <b>Location</b> code.  Key in your 4 digit <b>textbook</b> code and click on the <b>Next</b> button.	

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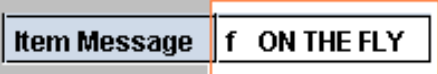








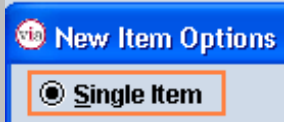
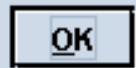
<p><b>Step 6</b></p> <p>Following the prompts, enter:</p> <ul style="list-style-type: none"> <li>➤ Author</li> <li>➤ Title <i>(*Title @XX is the required format for textbook and lit set titles)</i></li> <li>➤ Publication information <i>(Replace the formatting embedded in the template)</i></li> <li>➤ Edition</li> <li>➤ Description (Pagination)</li> <li>➤ Note (ISBN:) <i>(In the Note field, leave "ISBN:" in place).</i></li> </ul> <p>After each prompt, click on the <b>Next</b> button to continue.</p>	
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**Creating the Initial Textbook/Lit Set Item Record**

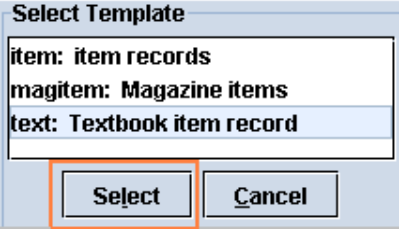

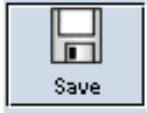
<p><b>Step 7</b></p> <p>Highlight Textbook item record or Lit set item record.</p> <p>Click on the <b>Select</b> button.</p>	
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<p><b>Step 8</b></p> <p>Following the prompts enter:</p> <ul style="list-style-type: none"> <li>➤ Item Type <i>Double-click in the textbook field for a list of options. (Will default to "38-Textbook-Year" or "34-Textbook-Novels)</i></li> <li>➤ Location <i>Key in your 4-5 digit textbook location code.</i></li> <li>➤ Price</li> <li>➤ Funding Source</li> <li>➤ Copy number (if using)</li> </ul> <p>After each prompt, click on the <b>Next</b> button to continue.</p>	
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<p><b>Step 9</b></p>	<p>Double-click on the <b>Item Message ON The Fly</b> field to open the message selection menu.</p>	
<p><b>Step 10</b></p>	<p>Click on the <b>NO MESSAGE</b> option.          Click on the <b>OK</b> button.  <i>The item message will be changed:</i>    <i>Shortcut: Replace the "f" with a "-" to select "No Message".</i>  </p>	
<p><b>Step 11</b></p>	<p>Click on the <b>Save</b> button in the menu bar.</p>	
<p>Creating the Additional Textbook/Lit Set Item Record</p>		
<p><b>Step 12</b></p>	<p>Click on the <b>Search/Holds</b> mode in the Via navigation bar.</p>	
<p><b>Step 13</b></p>	<p>To access the textbook/lit set bib, type in the title and click on the <b>Search</b> button, or scan the barcode.</p>	
<p><b>Step 14</b></p>	<p>Click on the <b>View</b> drop down menu and select <b>ITEM</b> from the options.</p>	
<p><b>Step 15</b></p>	<p>Click on the <b>Attach New Item</b> button.</p>	
<p><b>Step 16</b></p>	<p>In the <b>New Item Options</b> dialog window, verify that the <b>Single Item</b> option is selected.</p>	
<p><b>Step 17</b></p>	<p>Click on the <b>OK</b> button</p>	

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<p><b>Step 18</b></p>	<p>Click on the <b>Textbook item record</b> or <b>Lit Set</b> item record template option to highlight it.</p> <p>Click on the <b>Select</b> button.</p>	
<p><b>Step 19</b></p>	<p>Following the prompts enter:</p> <ul style="list-style-type: none"> <li>➤ Item Type <i>Double-click in the textbook field for a list of options.</i></li> <li>➤ Location <i>Key in your 4-5 digit textbook location code.</i></li> <li>➤ Price</li> <li>➤ Funding Source</li> <li>➤ Copy number (if using)</li> <li>➤ Barcode</li> </ul> <p>After each prompt, click on the <b>Next</b> button to continue.</p>	
<p><b>Step 20</b></p>	<p>Click on the <b>Save</b> button.</p>	
<p><b>NOTE</b></p>	<p>Textbook/lit set records created following the steps in this guide are site specific and will need to be maintained in the library where they are created (i.e., delete the items records and remove the bib when the textbooks/lit sets are no longer circulating.)</p>	