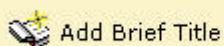


Creating a Brief record for ILL items

Setting Defaults

The defaults may be set in the “Add Brief Title” wizard. You will need to be logged as Tech to do this.



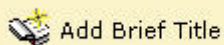
1. Right click on Add Brief Title wizard and click on Properties. The set properties window will open.

The screenshot shows a dialog box titled "Add Brief Title : Set Properties". At the top, it says "Display property page: Wizard Startup Never". Below this are two tabs: "Behavior" and "Defaults", with "Defaults" selected. The "Defaults" tab contains several fields: "Format:" with a dropdown menu set to "MARC-OO"; "Use entries:" with a dropdown menu set to "SELECTED ENTRIES" and a text field containing "245"; three checkboxes: "Shadow title" (checked), "Permanent" (unchecked), and "Circulate" (checked); "Type:" with a dropdown menu set to "BOOK"; "Library:" with a dropdown menu set to "NBED-MAIN"; "Home location:" with a dropdown menu set to "ILL"; and an "Optional Fields" section with "Item cat1:" set to "ILL" and "Item cat2:" as an empty dropdown menu. At the bottom are "OK" and "Cancel" buttons.

- Format should be MARC-OO
- Use Entries set to SELECTED ENTERIES. 245 should be entered in the blank field.
- Shadow title should be checked.

- Circulate should be checked.
- Type should be set to what your library uses for ILL.
- Home location should be ILL.
- Item Cat1 – ILL.

Creating Brief the title:



Use the Add Brief Title wizard to create bibliographic record for ILL items.

To create the record:

1. Click on the Add Brief Title in the Items group of wizards or this can be done using the add Brief Title helper in checkout.

****REQUIRED FIELD****
 XX(1735600.1) ID:1735600-1001

Title info

Title: 245 [dropdown] 1 [dropdown] [dropdown] ****REQUIRED FIELD****

Call number and copy info

New call number: XX(1735600.1)

Library: NBED-MAIN [dropdown]

Item type: BOOK [dropdown]

Home location: ILL [dropdown]

Item ID: [dropdown]

Item cat1: ILL [dropdown]

Item cat2: [dropdown]

Enter the title of the item into the Title field replacing the text ****REQUIRED FIELD****. You can enter the title in All Capitals with ILL after the title.

2. Scan the barcode on the item into the Item ID field.

****REQUIRED FIELD****

XX(1735600.1) ID:1735600-1001

Title info

Title: 245 1 THE GOLDEN EYE - ILL

Call number and copy info

New call number: XX(1735600.1)

Library: NBED-MAIN

Item type: BOOK

Home location: ILL

Item ID: 32035999133456

Item cat1: ILL

Item cat2: ADULT

Add Brief
Title (o)

Modify

Add Another
Title

Close

3. Click Add Brief Title.