Voyager Training
Circulation Module : Item Maintenance Activities

Adding a new item

Add to an existing holding
    Search for the title/Retrieve the item record
    Select **Item** on menu bar/Click on **Add Item** (OR **Ctrl-A**)
    Link item to existing holding? Answer **Yes**.
    You're now in an Add Item box. Click on **Item tab**!
    Wand in new barcode, fill in copy no., Item type
    Click on **Holdings/Items tab**. Enter info. as appropriate
    Click **OK**

Add to a new holding record (i.e. a new location)
    Search for the title/Retrieve the item record
    Select **Item** on menu bar/Click on **Add Item** (OR **Ctrl-A**)
    Link item to existing holding? Answer **No**.
    Click on **Item tab**
    Fill in Item type, copy no. and wand in barcode!
    Click on **Holdings/Items tab**. Enter info as appropriate
    Click on **Holdings tab.** Select new location from drop down menu.
    Also enter the call number information (Type = **Other** and Call number = the GP number or your shelving location)
    Click **OK**

Deleting an item
    Search…/Retrieve item record
    Select location to delete from (if there is more than one). Click **OK**
    Select the item you want to delete. (Click on it)
    Select **Item** on menu bar/Click on **Delete Item**
    Delete the selected item? Answer **Yes**

Note: CIRC MODULE ALLOWS YOU TO DELETE ONLY THE ITEM RECORD.
Delete the holding record (if necessary) in the Cat. module.

Item editing
    Search…/Retrieve the item record
    Select **Item** on menu bar/Click on **Edit Item** (or **Ctrl** + **E** or **RC**)
    To do any of the following:
        change copy no.
        change item type
        change no. of pieces
        change Temp. loc.
    Click on **Item tab/Edit necessary info.**
    Click **OK**

To change barcode
       Search…/Retrieve the item record
       Select **Barcodes** from the **Item** menu. The Item Barcodes dialog box displays.
       Click the **Add** button. The Add New Item Barcode dialog box displays.
       Scan the new barcode into the New Barcode field.
       Click **OK** to save your changes; click **Cancel** to exit without saving.
       When you click OK, the new barcode displays in the Active Barcodes field and the old
       barcode displays in the Inactive Barcodes field.

Staff Item notes

Click on feather icon, top right corner of item record

The Library convention is to prefix item notes with "To" followed by the "department" that that note is destined for, for example To Cat., To Acq, or To Circ.

Enter text of note. Click on **Save**.

Only delete notes that are directed to your department when appropriate.

Re-sequencing items

       From an open item record, select **Resequence Items** (**Ctrl + Q** or **RC**) from the **Item**
       menu. The Resequence Items dialog box displays.

       Highlight the item you want to resequence and click the appropriate arrow.

 Moves the copy to the top of the list.

 Moves the copy one up in the list.

 Moves the copy one down in the list.

 Moves the copy to the end of the list.

Questions, problems: call Susan Andrews (2-4995), Rudi Traichel (2-3083) or Danielle Bugeaud (2-3271)