SECTION 6.0

Item Record Input Standards

* indicates a "Required" field

To create an item record from the Bib record:

> Go to <Tools>, <Create item record> and you will get the following screen

To create an item record without opening a bib record first:

> From the toolbar click <New>, Item Record and then pick the template you want to use. That will take you to the following screen

Some information will automatically be filled out for you depending on which method you used to create the item record. *These fields are automatically filled in if using an item template from either the main toolbar or from the template column dropdown list.

Item information: Click find and use the "Find Tool" to locate the bib record you would like to attach the item to. This information is automatically filled out if using a Bib record to create an item.

Item Barcode(s):   Scan the item barcode into the box. You may scan multiple barcodes if creating multiple items for the Bib record.

Call Number: Enter the call number if not automatically filled out. The Dewey Call # goes under Class, the cutter # under Cutter and any volume information goes under Vol.

The Cataloging Committee (6/2/2010) agreed to accept the following recommendations for call number information in the Polaris item record:

Item Record Call Number Fields:

Scheme: Dewey Decimal [default].

Prefix: Enter information that you want to display before your call number; e.g., a unique shelving location like "LATEST AND BEST" or "Battle of the Books".

Class: Enter the local Dewey call number only.

Cutter: Enter the Cutter Sanborn Four-Figure table cutter (up to 3 numbers) or letters that identify the item. A cutter can be an author's last name. There may be more than one cutter in some situations; e.g. a Cutter Sanborn cutter for a biography plus the author's last name.

Suffix: Enter information that you want to display after your call number; e.g., pbk.

Vol: Enter the local volume information (abbreviated caption with number/letter; year, etc.). The Volume information must be entered in a standard way so library users can place holds on multi-volume items. See the appendices on "Holdings Information" and "Punctuation Used in Holdings" for local practices.

Copy: Enter the copy number or other copy-specific information. Some jurisdictions use this field for other purposes; e.g., block numbers or overflow data that does not fit in another field. This field does not display in the OPAC.

See the following examples of call number information in item records:

Item Record 775997 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode:	32063010367225
Record status:	Final
ILL item	
Non-circulating	
Display in PAC	✔
Title:	Cardcaptor Sakura
Bib control:	45091
Author:	CLAMP (Mangaka group).
Parent:	
Item control:	775997
Call no.:	YA PBK v.03
Price:	
Issue control:	

Identification

Owner:	San Luis Obispo Library (br)
Shelf location:	(None)
Assigned:	San Luis Obispo Library (OO)
Temp location:	
Collection:	Teen Fiction (TEENFIC)
Circ status:	On Shelf 3/31/2010 2:48:52 PM

Circulation parameters

Material type:	Juvenile Trade Pbk
Loan period:	3 weeks
Fine code:	Juvenile Trade Pbk
Renewal limit:	3
Stat code:	(None)
Name of piece:	

Call number

Scheme:	Dewey Decimal
Prefix:	YA
Class:	
Cutter:	
Suffix:	PBK
Vol:	v.03
Copy:	

Request

☐ Loanable outside system
☑ Holdable
Limit to:
☐ Pickup at this branch
☐ Patrons from this library and branches
☐ Patrons from this branch only
☐ Preferred borrowers

Issue:

For Help, press F1   NUM

Item Record 1363302 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode:	32138001983691
Record status:	Final
ILL item	
Non-circulating	
Display in PAC	✔
Title:	Seashore plants of northern California
Bib control:	73348
Author:	Dawson, Elmer Yale, 1918-1966.
Parent:	
Item control:	1363302
Call no.:	California 581.926 DAWSON
Price:	$0.00
Issue control:	

Identification

Owner:	Paso Robles City Library (br)
Shelf location:	California
Assigned:	Paso Robles City Library (PRL)
Temp location:	
Collection:	Adult Non-Fiction (ANFIC)
Circ status:	On Shelf 9/10/2009 10:02:03 AM

Circulation parameters

Material type:	Adult Non-Fiction
Loan period:	3 weeks
Fine code:	Adult Non-Fiction
Renewal limit:	3
Stat code:	(None)
Name of piece:	

Call number

Scheme:	Dewey Decimal
Prefix:	California
Class:	581.926
Cutter:	DAWSON
Suffix:	
Vol:	
Copy:	

Request

☑ Loanable outside system
☑ Holdable
Limit to:
☐ Pickup at this branch
☐ Patrons from this library and branches
☐ Patrons from this branch only
☐ Preferred borrowers

Issue:

For Help, press F1   NUM

*Price: If price of the item is higher than the standard replacement price this field needs to be filled in.

*Circ Status: Automatically set to In-Process, but you may change it using the dropdown menu if necessary.

*Renewal limit: Enter the amount of times an item may be renewed.

*Check boxes: Display in PAC – if you want the record to show up in the OPAC
Non-circulating – if the item is library use only
Loanable outside system – if the item can be lent to non-Black Gold libraries
Holdable – if patrons and staff can place holds on the item.

Distribution: Select a template from the dropdown menu where it says (None). This will automatically fill in all of the columns for you. Be aware that these templates are created by the main cataloger for your library. If there is a template that you need, please contact them, not the Cataloging Unit, to get a new item template.

Once you are finished with the window, click <OK>. That will take you to the following screen.
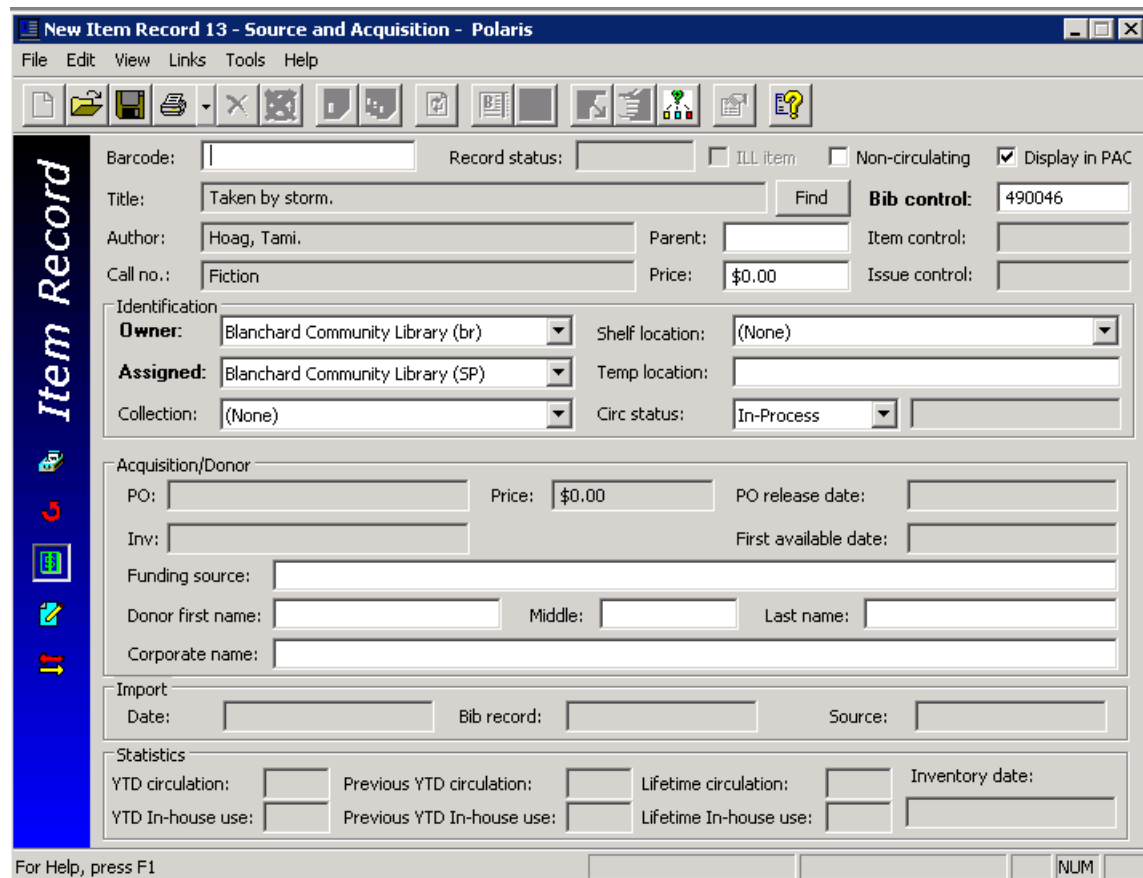
Most information should be filled out for you based on the input previous window.

Owner/Assigned/Home branches: The item record Owner/Assigned/Home branches should be the same unless a jurisdiction has floating collections, in which case the Assigned branches will be different (Cataloging Committee minutes, June 6, 2012).

If an item is nonfiction you will have to choose the stat code that corresponds to the item call number. Double check that all other information is correct and click Save. Once an item is saved an item control number will be show up in the upper right corner under the Bib control number.

If there are any questions on a field or button for this screen you may click the yellow question mark button to see a Polaris Help window that contains a complete description of each button and field.

To insert funding information click on the [icon] to access the following window. You may enter the funding source, Donor name and or corporate name. All of this information is searchable under item records.

To access item specific notes click on the [icon] button. This will give you the following window.

NOTES:

Public note:	Any information typed here will show up on the OPAC.
Non-public note:	This is item information for library staff only. You may enter contents or other in-house information here.
Physical condition:	This can be used to record noted stains and occurrence of mending issues.

BLOCKS:

Library assigned:	Do *not* use at this time as blocks interfere with self-checkout machines.
Free text:	You may enter contents information here if you want it to display in a pop-up window at check in or check out.

The ATS Operations Committee approved the use of Free text Block notes in Polaris at their July 7, 2010 meeting. Staff and patrons can still check out the item, including those who use the various self-check machines.

Example of item with Free text note:

Example of pop up window:

System: System generated only.

The button will show you the item's history as shown below.