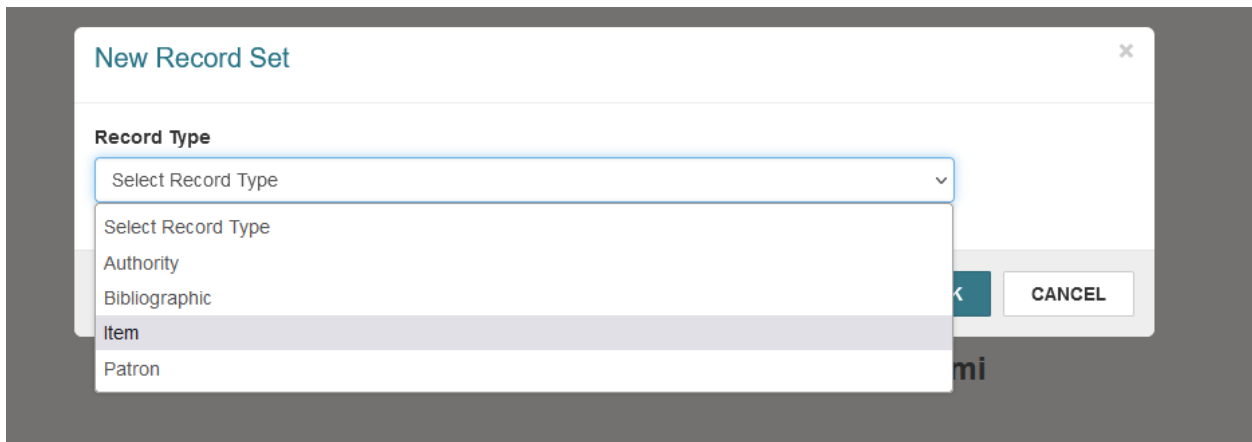## Create a Record Set

Leap

Log into Leap and click New > Record Set.
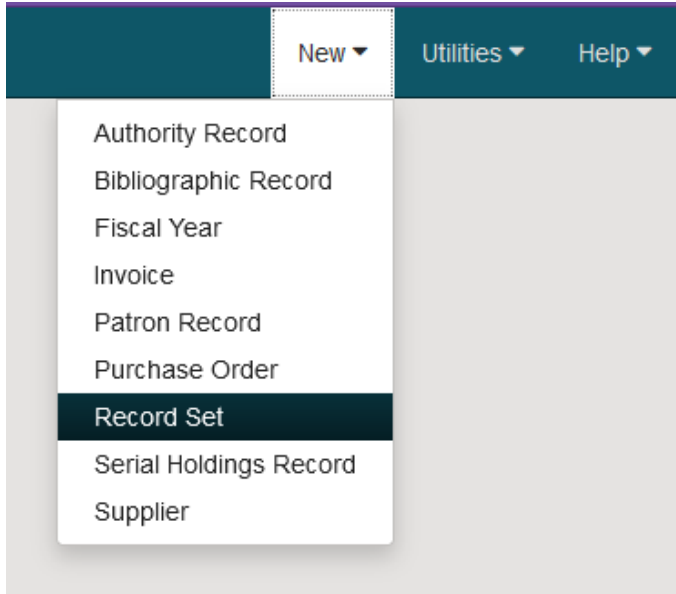
Select Item as the Record Type:

Name the record set and record the name:

Scan Physical Items Bar or use the Find Tool to search for items to add to the record set:

Note

Scan or enter barcode | ↵ | **FIND TOOL**

☐ **TITLE**

ASSIGNE BRANCH

Search for item records using barcodes, author names, titles, or subject matter. Select the items and click Open:

Find Tool - Item Record   ✕

Item Record ▸   Basic Search ▸   All keyword fields ▸   Keyword (All) ▸

| turtles | ✕ ⭐ ▼ 🗐 🔍 ☰ |

	Title	Assign...	Colle...	Mater...	Shelf ...	Call N...	V...	Status	Barcode	Last Activit...	R...	Con...
☑	Hurry up, Franklin	Worsl...	Easy ...	Book ...	Childr...	E BOU		In	31407000006247	2023-01-11	Fi...	140...
	Hurry up, Franklin	Worsl...	Easy ...	Book	Childr...	EF B...		In	31407000006304	2018-11-14	Fi...	140...
	Hurry up, Franklin	Carbo...	Pictur...	Book	Pictur...	BOU		In	30400014051581	2018-02-23	Fi...	247...
	Hurry up, Franklin	Edmo...	Easy ...	Book		E F B...		In	30800001946729	2019-07-10	Fi...	401...
	Hurry up, Franklin	Grand...	Pictur...	Book	Pictur...	E BOU		In	30237000126369	2022-10-14	Fi...	505...
	Hurry up, Franklin	Troch...	Pictur...	Book	Childr...	E BOU		In	30400002059224	2019-09-13	Fi...	559...
	Hurry up, Franklin	Rainb...	Easy ...	Book	Early ...	E BOU		In	30130000061035	2010-02-11	Fi...	628...
	Hurry up, Franklin	Alder ...	Paper...	Book		EPB ...		In	39335012641077	2018-11-13	Fi...	703...
	Hurry up, Franklin	Canm...	Pictur...	Book	Pictur...	E BOU		In	30400002972459	2023-02-14	Fi...	739...
	Hurry up, Franklin	Vegre...	Pictur...	Book ...	Childr...	E BOU		Out	30827000119305	2023-02-23	Fi...	916...
	Hurry up, Franklin	Manni...	Easy ...	Book	Easy ...	E BOU		In	30125000006923	2022-03-15	Fi...	104...

Ready   8,286 result(s)

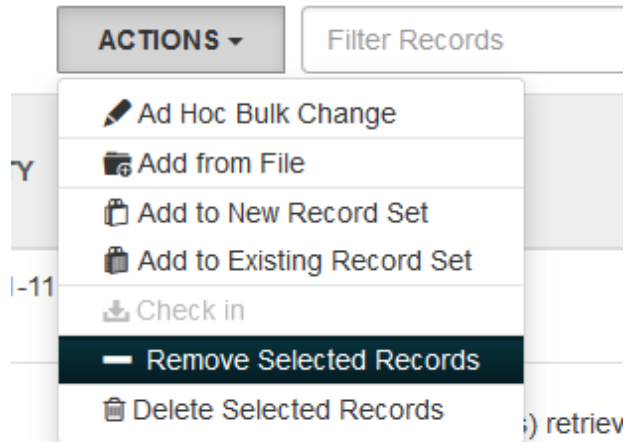☐ Count Only   **OPEN**   **CANCEL**

Once added, the item record title will appear in your record set. To remove items from your record set, select one or more and click Actions:

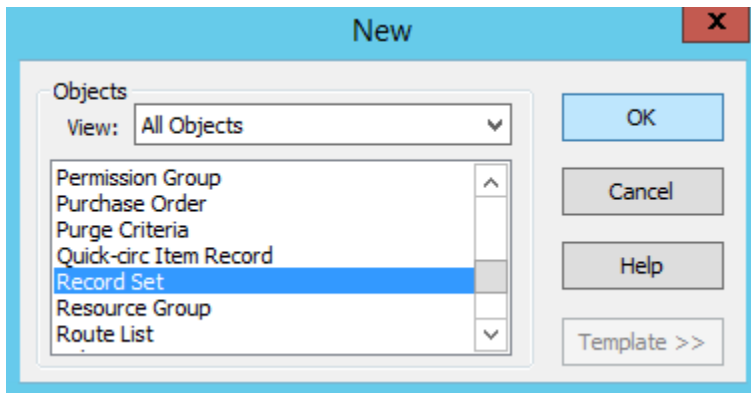Then be careful to select **Remove Selected Records** (not Delete Selected Records):
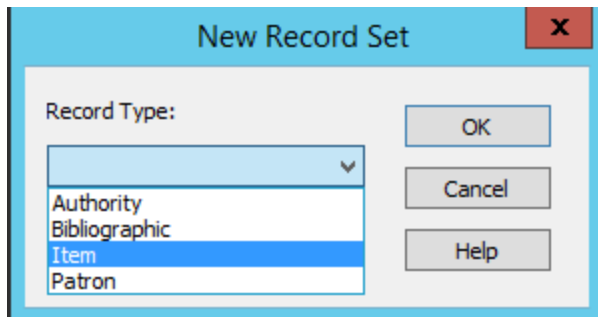

Polaris Client

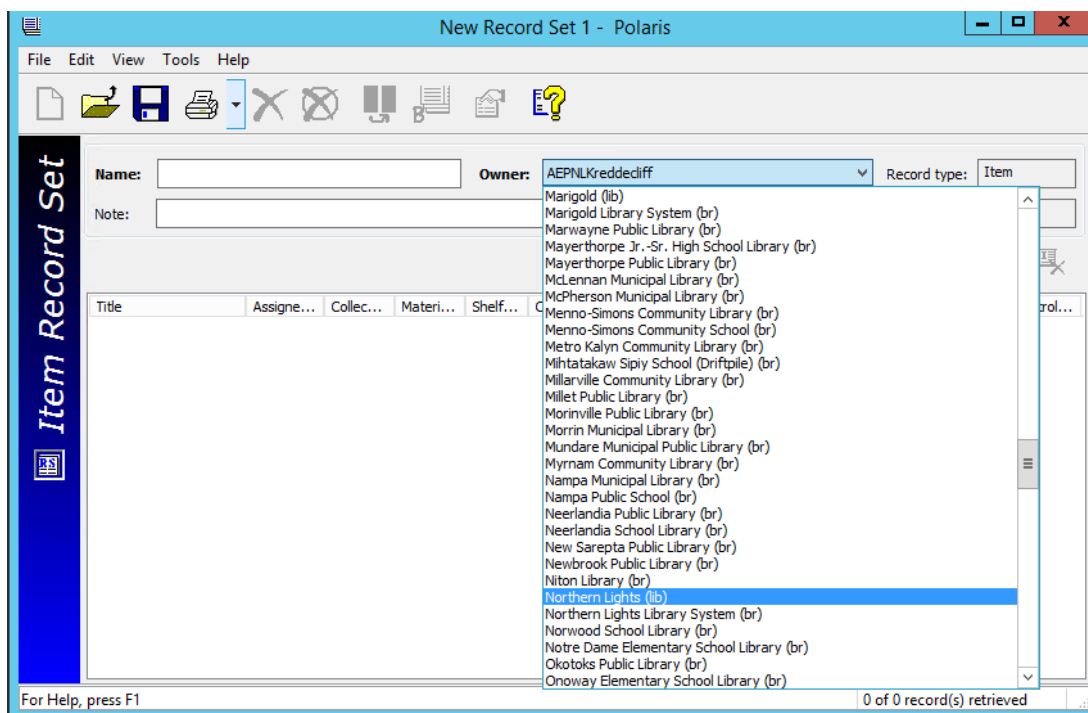In the Polaris Client, click File > New
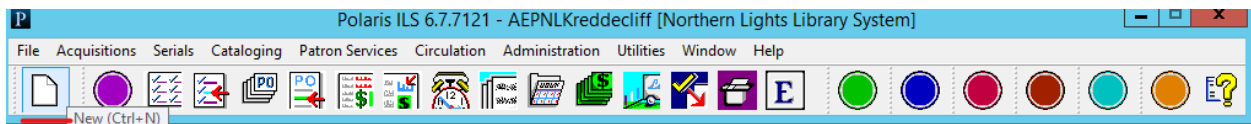
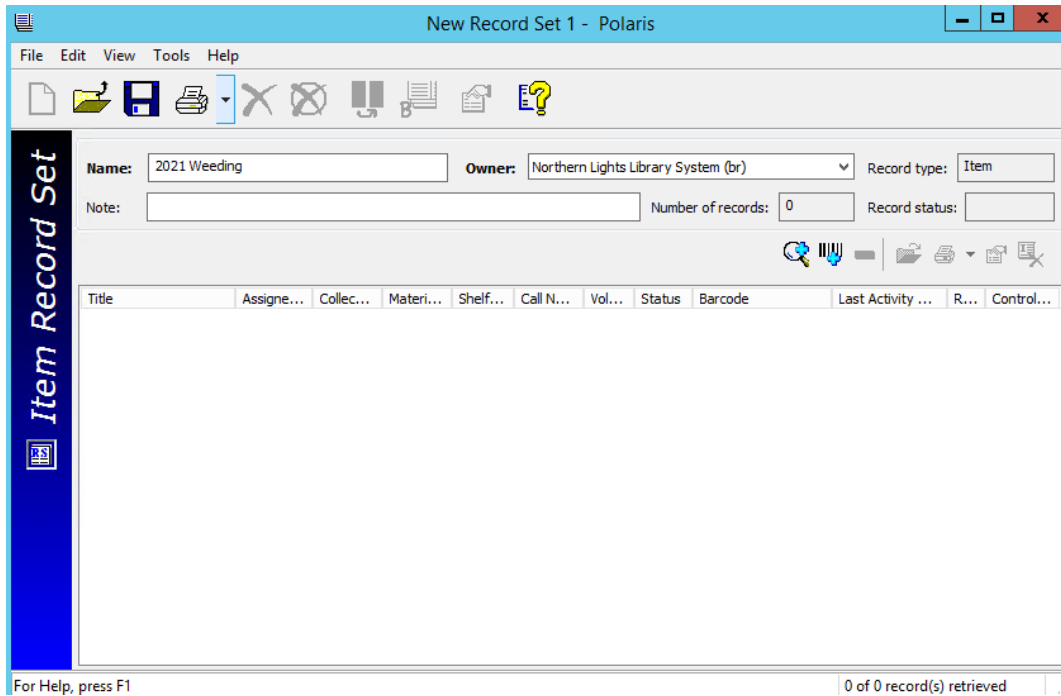Select Record Set from the menu and then click ok

Choose Item from Record Type

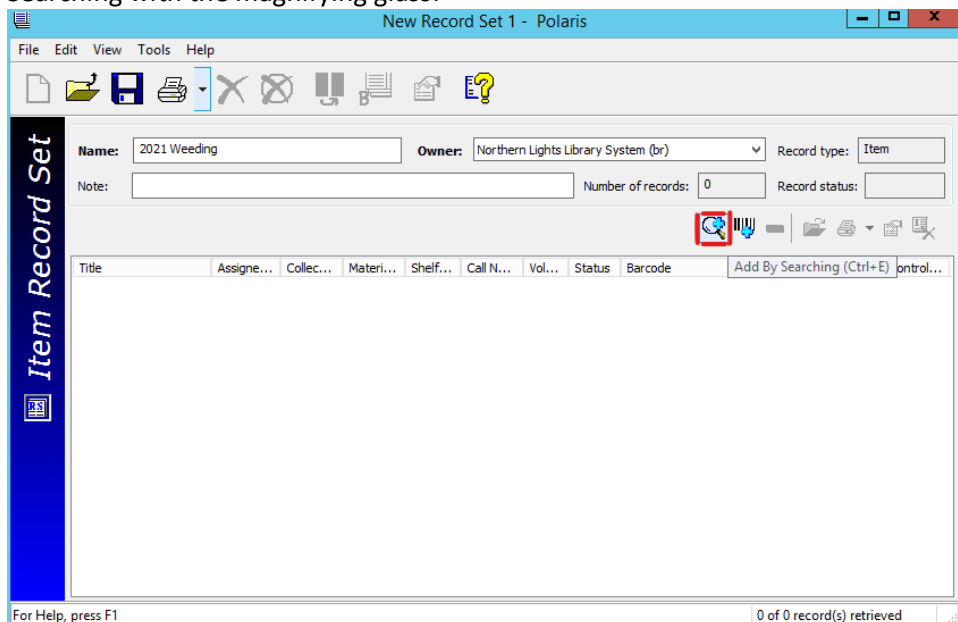Change Owner to your library as it may be set to you as a user

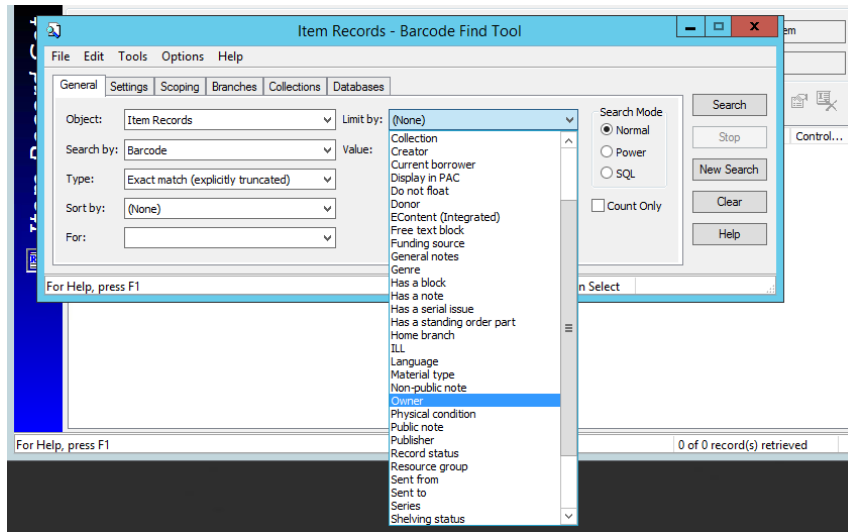Title the Record Set (ex: 2021 Weeding)

You can add items to the Record Set by:

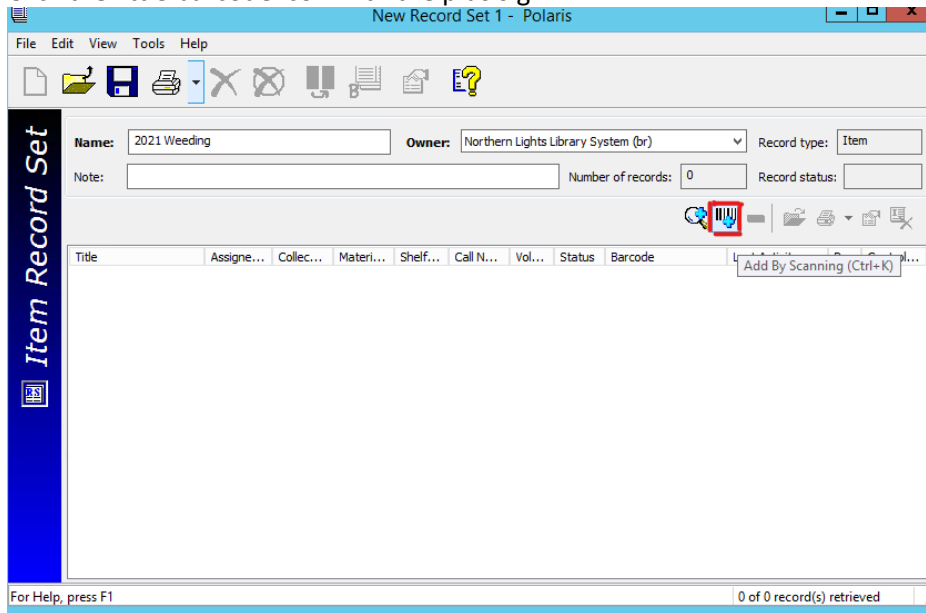- Searching with the magnifying glass:

- Search by barcode/title/author/etc:
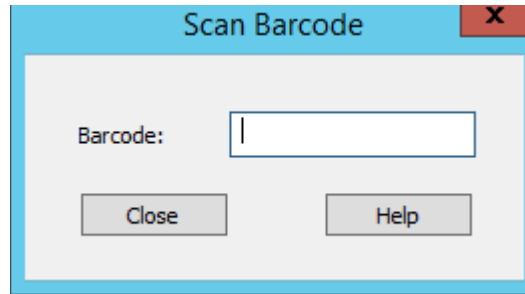 - You can limit by owner, shelf location, collection, author, etc.

- Shift or Ctrl will let you individually select items from the list the propagates from your search.

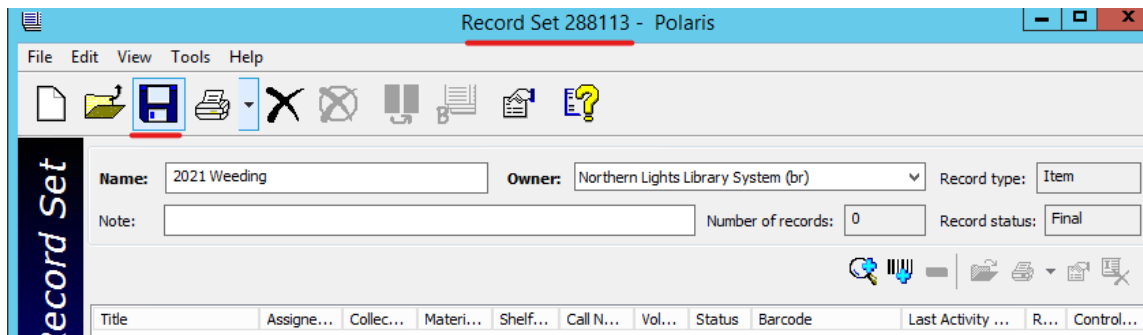Or Add items by physically scanning them into the record set:

- Click the little barcode icon with the plus sign:

- Start scanning in the items.

Once you are finished, click on the save icon, which will generate a number in the top title, i.e. Record Set #

Record this **ID #** and the **Record Set Name**, so that either you or NLLS HQ can search for that record set.

To search for a record set, click Cataloging > Record Sets: