

Creating and Editing Item Records

Part 1



Part One - Overview

- What is an Item Record? (page 4)
- What is a Bibliographic Record? (page 16)
- Searching for a Bibliographic Record (page 24)
- Creating an Item record (page 32)
- Review the Three Step Process (page 59)
- Quiz (page 71)

The 2017 revision of this presentation was made with
Polaris 5.2 screen shots.

What is an Item Record?

What is an item record?

- An item record contains specific information about one of the books, (or magazines, audio books etc.) in your library.
- Two or more libraries may have the same book, (or magazine, audio book etc.), but the item record for each will be unique.
- Between libraries, call number protocols differ, lending periods differ, shelving locations differ as well as fine codes, renewal limits, circulation status and other library specific facts about the books, (or audio books etc.).
- Each item record has two unique indicators – the *barcode*, (assigned by the library, or the system headquarters) and the *item record control number* (created by Polaris).

This is an item record

Item Record 6057353 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: 30100006151635 Record status: Final ILL EContent Non-circulating Display in PAC

Title: The Christmas fox **Bib control number:** 1461399

Author: McGrory, Anik, author, illustrator Parent item: Item control number: 6057353

Call number: E MCGR Price: \$26.60 Issue control no.:

Owner: Peace Library System (Branch) (br) Shelf location: (None)

Assigned: Peace Library System (Branch) (APRPLS) Temporary location:

Collection: Block Christmas Books (BXMA) Circulation status: In Processing 05/04/2017 1:32:26 PM

Circulation parameters

Material type: Book

Loan period: 21 days

Fine code: Book

Renewal limit: 2

Stat code: (None)

Name of piece:

Issue:

Call number

Scheme: Dewey Decimal

Prefix: E

Class:

Cutter: MCGR

Suffix:

Volume:

Copy:

Request

Loanable outside system

Holdable

Limit to:

Pickup at

Patrons from this library and branches

Patrons from this branch only

Preferred borrowers

For Help, press F1 NUM

Item record – cataloguing view

In the top area of the item record, some fields can be edited or changed. These have a white background, like barcode or price, OR have a drop down menu arrow, like owner or shelf location.

1. Cataloguing view
2. Circulation view
3. Source and acquisitions view
4. Notes and notices view
5. History view

The icons on the blue banner on the left provide different “views” of the item record.

Item Record 6057353 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: 30100006151635 Record status: Final ILL EContent Non-circulating Display in PAC

Title: The Christmas fox Bib control number: 1461399

Author: McGrony, Anik, author, illustrator Parent item: Item control number: 6057353

Call number: E MCGR Price: \$26.60 Issue control no.:

Owner: Peace Library System (Branch) (br) Shelf location: (None)

Assigned: Peace Library System (Branch) (APRPLS) Temporary location:

Collection: Block Christmas Books (BXMA) Circulation status: In Processing 05/04/2017 1:32:26 PM

Circulation parameters

Material type: Book

Loan period: 21 days

Fine code: Book

Renewal limit: 2

Stat code: (None)

Name of piece:

Issue:

Call number

Scheme: Dewey Decimal

Prefix: E

Class:

Cutter: MCGR

Suffix:

Volume:

Copy:

Request

Loanable outside system

Holdable

Limit to:

Pickup at

Patrons from this library and branches

Patrons from this branch only

Preferred borrowers

For Help, press F1 NUM



This first (default) view is the cataloguing view.

Item record – cataloguing view

In the top area of the item record, some fields cannot be edited or changed. These have a grey background, like title, or author. These details come from a Bibliographic record. In this case, the Bibliographic record with control number 1461399. The Call number (grey background) reflects what is entered in the fields below (with white backgrounds).

Cataloguing view

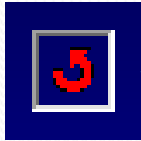
- Circulation parameters
- Material type
- Loan Period
- Fine Code
- Renewal Limits

-Call number parts – entries here are reflected in the top area of the work form.

-Request parameters

Clicking on the left banner icons changes the bottom half of the work form, as seen in the next slides.

Item record – circulation view



- Due Date
- Check-out date
- Renewals
- Patron number
- Last borrower
-and more!

These fields will be populated once the item starts to circulate.

Item Record 6057353 - Circulation - Polaris

File Edit View Links Tools Help

Barcode: 30100006151635 Record status: Final ILL EContent Non-circulating Display in PAC

Title: The Christmas fox Bib control number: 1461399

Author: McGrory, Anik, author, illustrator Parent item: Item control number: 6057353

Call number: E MCGR Price: \$26.60 Issue control no.:

Owner: Peace Library System (Branch) (br) Shelf location: (None)

Assigned: Peace Library System (Branch) (APRPLS) Temporary location:

Collection: Block Christmas Books (BXMA) Circulation status: In Processing 05/04/2017 1:32:26 PM

Due date: Current borrower: |

Check-out date: Loaning branch:

Renewals taken: 0 Limit: 2 Held for patron:

Last renew date: Held at:

Original due date:

Last location Last use

Check-in at: Last borrower:

Date: Loaning branch:

Wks/User: Last circulated:

In-transit/Transferred

From:

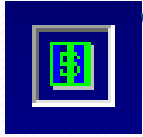
Sent:

To:

Received:

For Help, press F1 NUM

Item record – source & acquisitions view



Many of these fields are auto-populated by purchase orders and invoices created in the PLS acquisitions department.

Statistics will accumulate as the item circulates.

Item Record 6057353 - Source and Acquisition - Polaris

File Edit View Links Tools Help

Barcode: 00100006151635 Record status: Final ILL EContent Non-circulating Display in PAC

Title: The Christmas fox Find **Bib control number:** 1461399

Author: McGrory, Anik, author, illustrator Parent item: Item control number: 6057353

Call number: E MCGR Price: \$26.60 Issue control no.:

Owner: Peace Library System (Branch) (br) Shelf location: (None)

Assigned: Peace Library System (Branch) (APRPLS) Temporary location:

Collection: Block Christmas Books (BXMA) Circulation status: In Processing 05/04/2017 1:32:26 PM

Acquisition/Donor

Purchase order: T249MR24F 24917 Price: \$26.60 PO release date: 24/03/2017 10:26:38 AM

Invoice: 4011867541 EDI First available date:

Funding source: 0100-RBU

Donor first name: Middle: Last name:

Donor organization:

Import

Date: Bib control number: Source:

Statistics

Year-to-date circulation:	0	Year-to-date in-house use:	0	Inventory date:	
Previous year-to-date circulation:	0	Previous year-to-date in-house use:	0	Vendor account:	
Lifetime circulation:	0	Lifetime in-house use:	0	Resource group:	

For Help, press F1 NUM

Item record – notes and notices view



Notice dates will be populated as the patron, keeping the item past the due date, receives notices.

Other special notes and blocks are also found in this view of the item workflow.

Item Record 6057353 - Notes and Notices - Polaris

File Edit View Links Tools Help

Barcode: 00100006151635 Record status: Final ILL EContent Non-circulating Display in PAC

Title: The Christmas fox Bib control number: 1461399

Author: McGrory, Anik, author, illustrator Parent item: Item control number: 6057353

Call number: E MCGR Price: \$26.60 Issue control no.:

Owner: Peace Library System (Branch) (br) Shelf location: (None)

Assigned: Peace Library System (Branch) (APRPLS) Temporary location:

Collection: Block Christmas Books (BXMA) Circulation status: In Processing 05/04/2017 1:32:26 PM

Notice Dates

Reminder:

1st overdue:

2nd overdue:

3rd overdue:

Bill:

Hold:

Notes

Public:

Non-public:

Physical condition:

Special item check-in:

Blocks

Library assigned: (None)

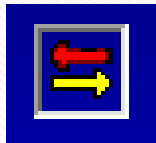
Free text:

System:

For Help, press F1 NUM

Item record – History view

Notice three places where Polaris identifies the “owner” of this item!



Item Record 6057353 - Circulation History - Polaris

File Edit View Links Tools Help

Barcode: 30100006151635 Record status: Final ILL EContent Non-circulating Display in PAC

Title: The Christmas fox Bib control number: 1461399

Author: McGrory, Anik, author, illustrator Parent item: Item control number: 6057353

Call number: E MCGR Price: \$26.60 Issue control no.:

Owner: Peace Library System (Branch) (br) 1. Shelf location: (None)

Assigned: Peace Library System (Branch) (APRPLS) 2. Temporary location:

Collection: Block Christmas Books (BXMA) Circulation status: In Processing 05/04/2017 1:32:26 PM

Home branch: Peace Library System (Branch) (APRPLS) 3. Do not float

History

Date	Assigned Branch	Status	Action	Location	User/WKS
7/07/2017 3:13:11 PM	Peace Library System (Br...	In Processing	Linked to new bib	Peace Libra...	plsrwenge...
17/07/2017 3:13:11 PM	Peace Library System (Br...	In Processing	Modified via Cataloging	Peace Libra...	plsrwenge...
05/04/2017 1:32:26 PM	Peace Library System (Br...	On-Order -> In Processing	Modified via Cataloging	Peace Libra...	plstvolkers...
24/03/2017 10:26:38 AM	Peace Library System (Br...	On-Order	Created via Acquisitions PO Line Item proce...	Peace Libra...	plskvander...

For Help, press F1 NUM

As your item circulates this area will fill up with circulation history!
This is cleared annually by headquarters.

The item control number is what Polaris uses to distinguish between your item and an item belonging to another library. If you have two copies of the same book, each will have a different barcode and each will have a unique item record!

Item Record 6057353 - Circulation History - Polaris

File Edit View Links Tools Help

Barcode: 30100006151635 Record status: Final ILL EContent Non-circulating Display in PAC

Title: The Christmas fox Bib control number: 1461399

Author: McGrory, Anik, author, illustrator Parent item: Item control number: 6057353

Call number: E MCGR Price: \$26.60 Issue control no.:

Owner: Peace Library System (Branch) (br) Shelf location: (None)

Assigned: Peace Library System (Branch) (APRPLS) Temporary location:

Collection: Block Christmas Books (BXMA) Circulation status: In Processing 05/04/2017 1:32:26 PM

Bibliographic (Bib) record #1461399 provides the title and author information. For this item record to be correct, it must include the correct Bib control number.

Our item record example derives its title and author's name from the Bibliographic (Bib) record to which it is linked.

Item Record 6057353 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: Record status: ILL EContent Non-circulating Display in PAC

Title: **Bib control number:**

Author: Parent item: Item control number:

Call number: Price: Issue control no.:

Owner: Shelf location:

Assigned: Temporary location:

Collection: Circulation status: 05/04/2017 1:32:26 PM

If you scan this barcode you should see this title and author. If you see a different title and author, the Item record is linked to the wrong Bibliographic record. If you change the Bib control number, title and author change.

An Item record linked to the correct Bibliographic record

Item Record 6057353 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: 00100006151635 Record status: Final ILL EContent Non-circulating Display in PAC

Title: The Christmas fox Find **Bib control number:** 1461399

Author: McGrory, Anik, author, illustrator Parent item: Item control number: 6057353

Call number: E MCGR Price: \$26.60 Issue control no.:

Owner: Peace Library System (Branch) (br) Shelf location: (None)

Assigned: Peace Library System (Branch) (APRPLS) Temporary location:

Collection: Block Christmas Books (BXMA) Circulation status: In Processing 05/04/2017 1:32:26 PM

Circulation parameters

Material type: Book

Loan period: 21 days

Fine code: Book

Renewal limit: 2

Stat code: (None)

Name of piece:

Issue:

Call number

Scheme: Dewey Decimal

Prefix: E

Class:

Cutter: MCGR

Suffix:

Volume:

Copy:

Request

Loanable outside system

Holdable

Limit to:

Pickup at

Patrons from this library and branches

Patrons from this branch only

Preferred borrowers

For Help, press F1

Bibliographic Record 1461399 - MARC21 - Polaris

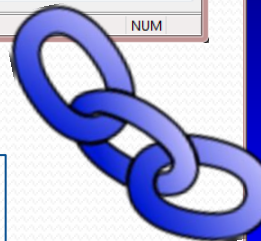
File Edit View Links Tools Help

Control number: 1461399 Owner: The Regional Automation Consortium (TRAC)

Title: The Christmas fox

Tag	Ind	Data
001		1461399
005		20170717151516.0
008		151208s2016 nyua j 000 1 eng
010		1a2015035226
020		1a9781101935002 (hardcover) :1c\$22.99
020		1a9781101935019 (library binding) :1c\$19.99
040		1aDLC1beng1erda1cDLC1dGCMBT1dTRAC
100	1	1aMcGrory, Anik,1eauthor,1eillustrator
245	14	1aThe Christmas fox /1cAnik McGrory.
264	1	1aNew York :1bAlfred A. Knopf,1c[2016].
264	4	1c©2016
300		1a1 volume (unpaged) :1bcolor illustrations ;1c26 cm
336		1atext12rdacontent
336		1astill image12rdacontent
337		1aunmediated12rdamedia
338		1avolume12rdacarrier
600	00	1aJesus Christ1xNativity1vJuvenile fiction
650	0	1aFoxes1vJuvenile fiction
650	0	1aAnimals1vJuvenile fiction
650	0	1aChristmas stories

For Help, press F1



Start with the correct Bibliographic record to create a good Item record!

What is a Bibliographic Record?

What is a Bibliographic (Bib) record?

- A Bib record contains specific information about a book, (or magazine, audio book etc.) that is owned or “on order” by one or more libraries.
- Most Bib records in the Polaris database represent one specific edition of an item (usually identified by a unique ISBN as found on the item).
- Some Bib records represent many issues or editions of an item (like a monthly or yearly publication). These will be the focus of part two of “Creating and Editing Item Records”.
- All item records are linked to a Bib record by the “Bib control number”.
- The first step in adding a new item is to find a matching Bib record in the Polaris database.
- The next slide shows a Bib record in the default (MARC) view.

Bib record (#1461399)

MARC (MAchine Readable Cataloguing)view

The Polaris “machine” can read this data by using the numeric tags that are in the first column. Familiarize yourself with these “tags”:

- 001 – Bib control #
- 020 – ISBN
- 100 – Author
- 100 – Author
- 245 – Title
- 264 – Publisher
- 300 – Physical data
- 500's – Summary
- 600's – Subject
- 700's - Illustrator

The screenshot shows a window titled "Bibliographic Record 1461399 - MARC21 - Polaris". The window contains a menu bar (File, Edit, View, Links, Tools, Help) and a toolbar with various icons. Below the toolbar, there are fields for "Control number: 1461399", "Owner: The Regional Automation Consortium (TRAC) (sys)", "Items: 12", and "Record status: Final". There are also checkboxes for "Display in PAC", "ILL", and "Host". The main area displays a table of MARC tags and their corresponding data:

Tag	Ind	Data
DR		nam 22 i 4500
001		1461399
005		20170717151516.0
008		151208s2016 nyua j 000 1 eng
010		1a2015035226
020		1a9781101935002 (hardcover) :c\$22.99
020		1a9781101935019 (library binding) :c\$19.99
040		1aDLC:1beng:1erda:1cDLC:1dGcmBT:1dTRAC
100	1	1aMcGrory, Anik, 1eauthor, 1eillustrator
245	14	1aThe Christmas fox / 1cAnik McGrory.
264	1	1aNew York : 1bAlfred A. Knopf, 1c[2016].
264	4	1c©2016
300		1a1 volume (unpaged) : 1bcolor illustrations ; 1c26 cm
336		1atext: 12rdacontent
336		1astill image: 12rdacontent
337		1aunmediated: 12rdamedia
338		1avolume: 12rdacarrier
600	00	1aJesus Christ: 1xNativity: 1vJuvenile fiction
650	0	1aFoxes: 1vJuvenile fiction
650	0	1aAnimals: 1vJuvenile fiction
650	0	1aChristmas stories

A complete Bib record should have most of these tags.

Bib record # 1461399 – MARC (default) view



Note the *icons* on the blue side banner.

Clicking on the *second icon* opens the record in the PAC (Public Access Catalogue) view.

The PAC view is shown on the next slide-this is what patrons see online...

The screenshot shows a web browser window titled "Bibliographic Record 1461399 - MARC21 - Polaris". The browser has a menu bar (File, Edit, View, Links, Tools, Help) and a toolbar with various icons. Below the toolbar, there are fields for "Control number: 1461399", "Owner: The Regional Automation Consortium (TRAC) (sys)", "Items: 12", and "Record status: Final". There are also checkboxes for "Display in PAC" (checked), "ILL", and "Host".

The main content area displays a MARC record in a table format with columns "Tag", "Ind", and "Data".

Tag	Ind	Data
001		1461399
005		20170717151516.0
008		151208s2016 nyua j 000 1 eng
010		1a2015035226
020		1a9781101935002 (hardcover) :c\$22.99
020		1a9781101935019 (library binding) :c\$19.99
040		1aDLC1beng1erda1cDLC1dGCmBT1dTRAC
100	1	1aMcGrory, Anik,1eauthor,1eillustrator
245	14	1aThe Christmas fox /1cAnik McGrory.
264	1	1aNew York :1bAlfred A. Knopf,1c[2016].
264	4	1c©2016
300		1a1 volume (unpaged) :1bcolor illustrations ;1c26 cm
336		1atext12rdacontent
336		1astill image12rdacontent
337		1aunmediated12rdamedia
338		1avolume12rdacarrier
600	00	1aJesus Christ1xNativity1vJuvenile fiction
650	0	1aFoxes1vJuvenile fiction
650	0	1aAnimals1vJuvenile fiction
650	0	1aChristmas stories

At the bottom of the browser window, there is a status bar that says "For Help, press F1" and "NUM".

Bib record # 1461399 – PAC view

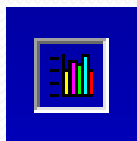
The screenshot shows a web browser window titled "Bibliographic Record 1461399 - PAC - Polaris". The interface includes a menu bar (File, Edit, View, Links, Tools, Help) and a toolbar with various icons. The main content area displays the following information:

- Control number: 1461399
- Owner: The Regional Automation Consortium (TRAC) (sys)
- Items: 12
- Record status: Final
- Title: The Christmas fox
- Language: English
- Location: Peace Library System (Branch) (APRPLS)
- Format: Book
- Author: McGrory, Anik, author, illustrator
- Title: The Christmas fox / Anik McGrory.
- Publisher, Date: New York : Alfred A. Knopf, [2016]. ©2016
- Description: 1 volume (unpaged) : color illustrations ; 26 cm
- Subjects: Jesus Christ -- Nativity -- Juvenile fiction; Foxes -- Juvenile fiction; Animals -- Juvenile fiction; Christmas stories
- LCCN: 2015035226
- ISBN: 9781101935002 (hardcover); 9781101935019 (library binding)
- System Availability: 10
- Current Holds: 0

On the left side, there is a vertical "Bibliographic Record" sidebar with a "Google Preview" button and a "Where is it?" section. A blue circle highlights the book cover image of "The Christmas fox" by Anik McGrory. Another blue circle highlights a book icon with the year "2016" next to it in the right-hand column. The status bar at the bottom shows "Done" on the left and "NUM" on the right.

In this view a *photo* of the item cover is often seen, as well as an *icon* which is derived from the cataloguers codes in the MARC record, informing Polaris that the item in this case is a book. Other information from the Bib record is shown without the tag numbers, in this expanded view. Patrons scroll down to see owning libraries.

Bib record #1461399 – Statistics view



The third, statistics, view of the Bib record workform shows the circulations statistics of all 12 linked items. The next two views (Resources and Bound-with) are little used in TRAC.

Bibliographic Record 1461399 - Statistics - Polaris

File Edit View Links Tools Help

Control number: 1461399 Owner: The Regional Automation Consortium (TRAC) (sys) Items: 12 Record status: Final

Title: The Christmas fox Display in PAC ILL Host

Number of items: 12	Year-to-date circulation: 7	Year-to-date in-house use: 2
Number of holds: 0	Previous year-to-date circulation: 19	Previous year-to-date in-house use: 1
First available date: 25/10/2016	Lifetime circulation: 26	Lifetime in-house use: 3

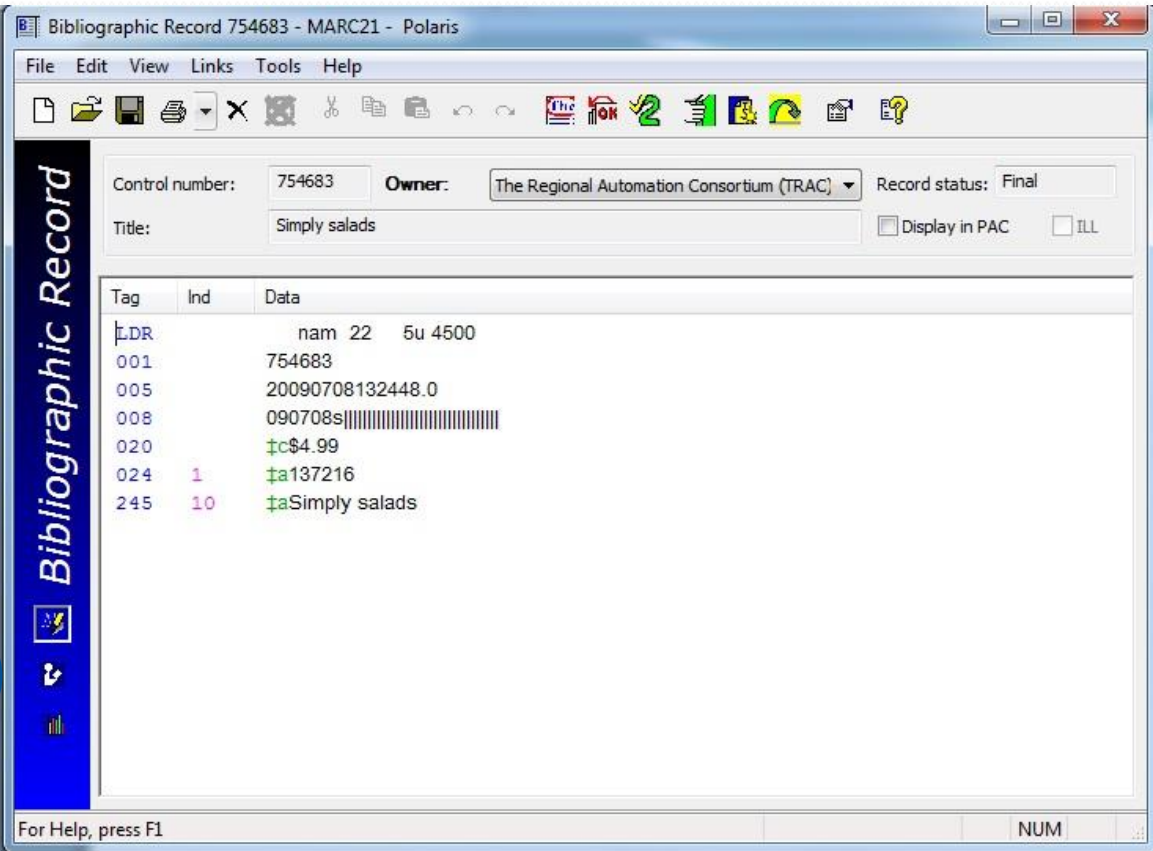
For Help, press F1 NUM

Incomplete Bib record

Look what is missing in this example:

- No Author (100 tag)
- No ISBN (020 tag, subfield a)
- No publisher (260 tag)
- No physical description (300)
- No subject description (600's)

Do NOT add your item record to an incomplete Bib Record!



Bibliographic Record 754683 - MARC21 - Polaris

File Edit View Links Tools Help

Control number: 754683 Owner: The Regional Automation Consortium (TRAC) Record status: Final

Title: Simply salads Display in PAC ILL

Tag	Ind	Data
DR		nam 22 5u 4500
001		754683
005		20090708132448.0
008		090708s
020		tc\$4.99
024	1	ta137216
245	10	taSimply salads

For Help, press F1 NUM

If this is the ONLY Bib record you can find for “Simply Salads” please send the item to headquarters for cataloguing.

Incomplete Bib record – “On Order” record

Look what is missing in this example:

- No Author (100 tag)
- No publisher (260 tag)
- No physical description (300)
- No subject description (600's)

Do NOT add your item record to an “on order” Bib Record!

The screenshot displays a library cataloging software interface. The main window is titled "Bibliographic Record 1027552 - MARC21 - Polaris". The record details are as follows:

- Control number: 1027552
- Owner: The Regional Automation Consortium (TRAC)
- Record status: Deleted
- Title: Pond and River.

The record is displayed in a table format with the following columns: Tag, Ind, and Data.

Tag	Ind	Data
LDR		dgm 22 a 4500
001		1027552
005		20120803154119.0
008		120625s eng
020		⌈a9780756628314⌋⌋c11.99
035		⌈aULS242692
040		⌈aUnited Library Services
245	10	⌈aPond and River.
260		⌈c2008/09
300		⌈c7.5 x 5.37 x 0.56IN
440		⌈aEyewitness DVDs
092		⌈aON ORDER

The "ON ORDER" status in the 092 tag is circled in blue. The interface also shows a search bar at the top right and a toolbar with various icons.

If this is the ONLY Bib record you can find for “Pond and River” please send the item to headquarters for cataloguing.

Searching for a Bibliographic Record

How to search for a complete Bib record

- Examine the item to be added carefully so your search for the correct Bib record is successful.
- Check the front and back covers and the title page.
- Also check the reverse of the title page (Tp. verso).

Search by ISBN!!

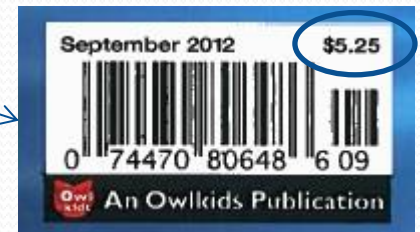
What is an...ISBN?

...a barcode? ...a UPC code?



A **barcode** is 14 digits long, and has your library code in the 2,3,4 and 5th positions to identify items which belong to your library. (PLS = 0100)

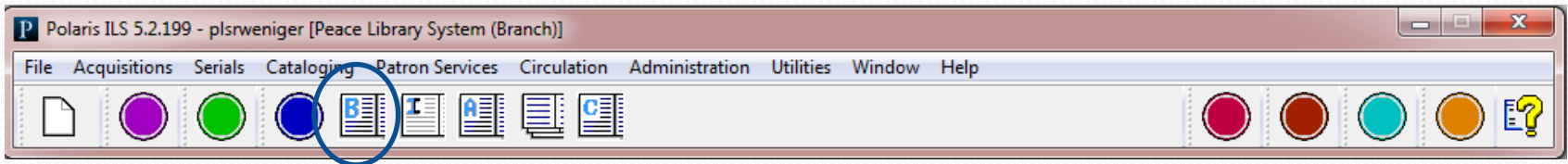
UPCs (Universal Product Codes) are 12 digit numbers found on most items you purchase and are used at store tills to scan an item's price.



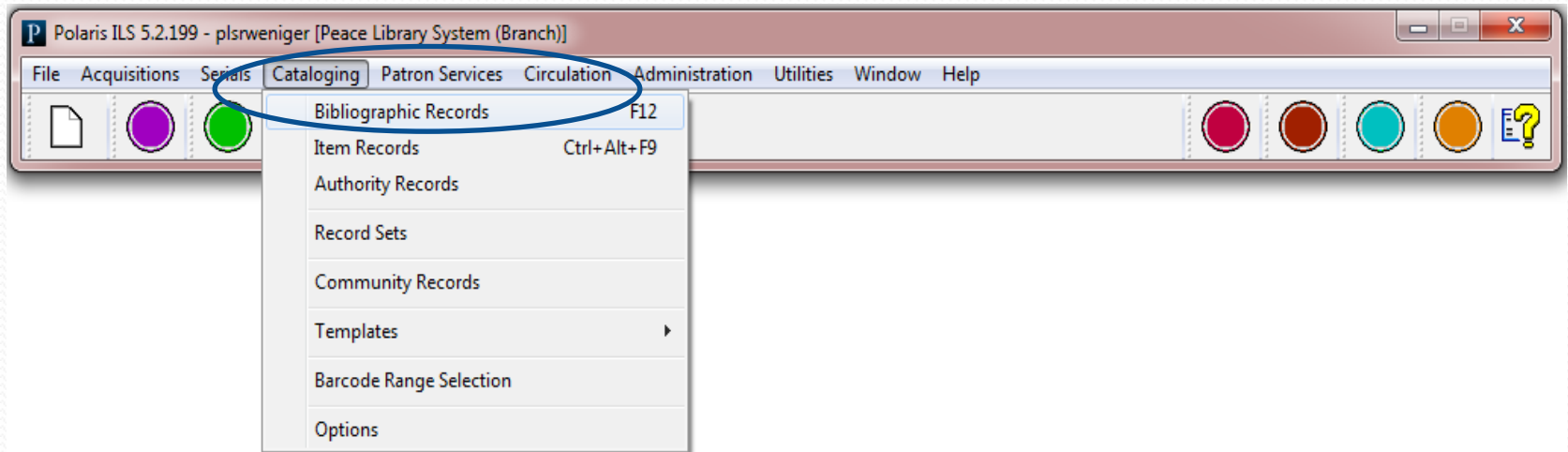
An **ISBN** (International Standard Book Number) is a 13 digit number which uniquely identifies each book published. Look for "978" at the beginning of the string. Some older books may have a similar 10 digit number, or both. (ie. 9780375834479, and 037583447x). DVD's may have a 10 digit ISBN (not scannable) found above the UPC code. Magazines and serials have a similar "ISSN code" (International Standard Serial Number) found inside the publication.

Start by launching a Bib record find tool

- Open a Bib Record Find Tool, by clicking on its icon (after clicking the blue button):



- Or by choosing “Bibliographic Records” on the Cataloguing dropdown menu:



- Or by clicking on F12 (Function key on the top of your keyboard)

Use the drop down menu in the “search by” field to search by ISBN.

Enter the ISBN in the “for” field, preferably by scanning.

If you must enter the ISBN manually, do not use spaces or any other character, unless it is a letter x at the end of the numeric string.

Be sure you are scanning an ISBN...

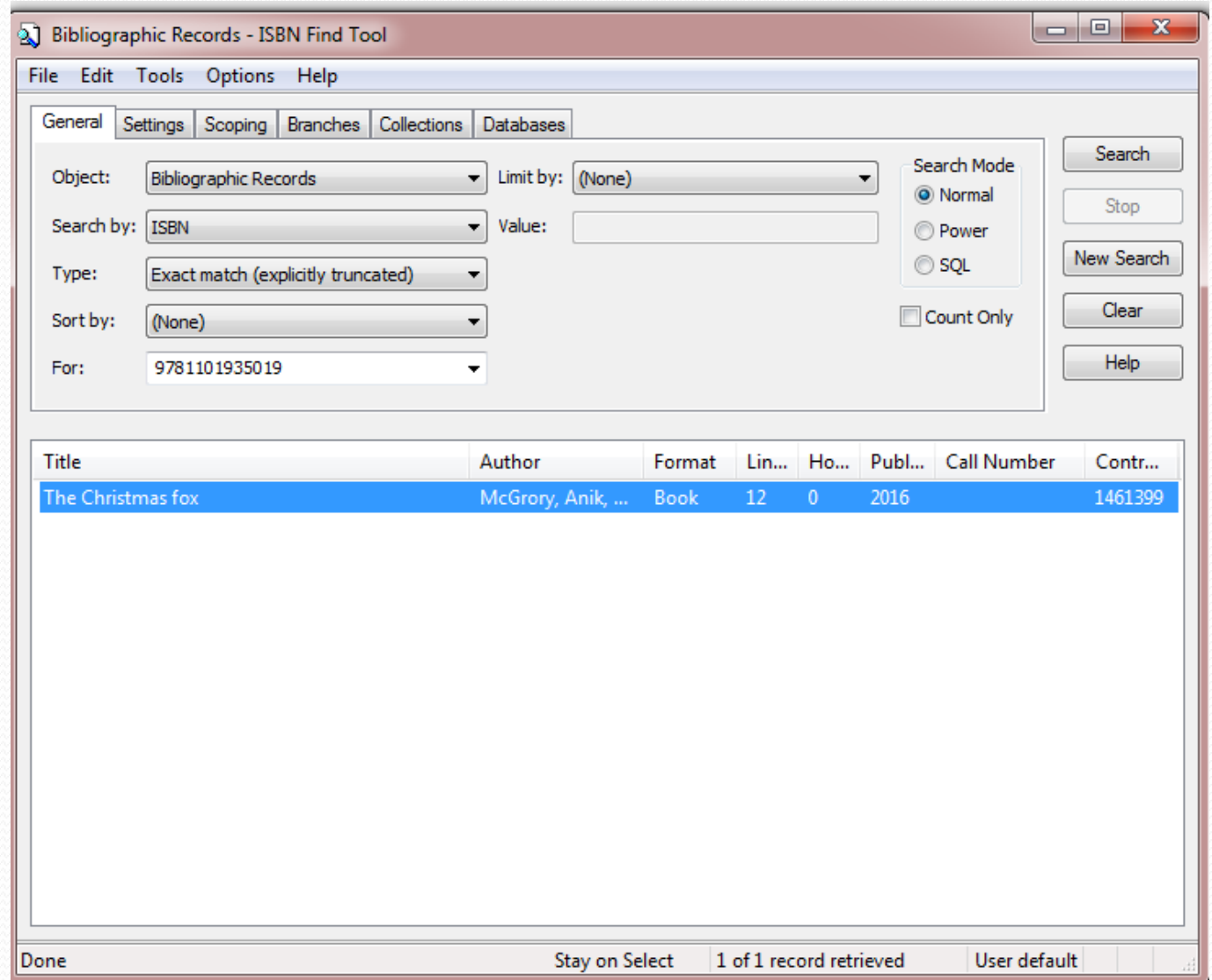
The screenshot shows the 'Bibliographic Records - ISBN Find Tool' window. The 'General' tab is active, showing search parameters. The 'Search by' dropdown is set to 'ISBN', and the 'For' field contains the ISBN '9781101935019'. The search results table is displayed below, showing one record: 'The Christmas fox' by McGroary, Anik, ... with a call number of 1461399.

Title	Author	Format	Lin...	Ho...	Publ...	Call Number	Contr...
The Christmas fox	McGroary, Anik, ...	Book	12	0	2016	1461399	

Usually there will be one result in the find tool window. *Double click on the result to open the Bib record.*

If there are no results, send the item in to headquarters for cataloguing.

If there are more than one result, read each Bib record carefully to choose the best one.



When there are more than one Bib record with the same ISBN...

- Open each record and compare the item in hand to the detailed information in the Bib.
- Avoid adding to (older) Bib records which contain multiple ISBNs (and therefore multiple formats ... hardcover, softcover, etc.)
- Do not add items to incomplete or “on-order” records.
- If you cannot find a good matching Bib, send the item to headquarters for cataloguing.

Items with no ISBN

Occasionally self published volumes or older books do not have ISBNs.

Change the Bib record search tool parameter to “Title” or “Author”. In this example, choosing the appropriate publication date (1985 or 1986) should be the correct choice. Regardless, open the Bib record and compare it to the item in hand.

Spelling must be very accurate for title searches to work. Note that the search engine found the full title, although only the first three words were entered.

The screenshot shows the 'Bibliographic Records - Title Find Tool' window. The 'Search by' dropdown is set to 'Title' and the 'Value' field is empty. The 'Type' is set to 'Exact match (implicitly truncated)'. The 'For' field contains 'history of lomond'. The search results table shows two entries for 'History of Lomond and district.' with publication years 1985 and 1986. The 1986 entry is highlighted.

Title	Author	Format	Lin...	Publi...	Call Number	Control...
History of Lomond and district.		Book	5	1985	71.234	235533
History of Lomond and district.		Book	2	1986	71.234	726705

Creating an Item Record

Introducing the three step process.

Every time you add an item record:

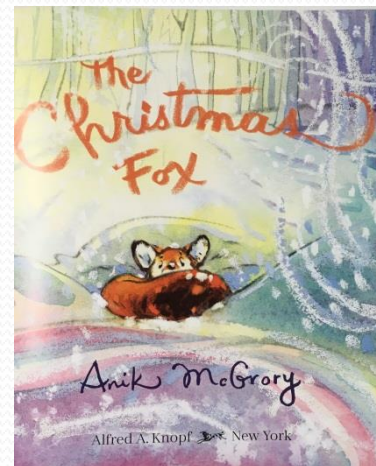
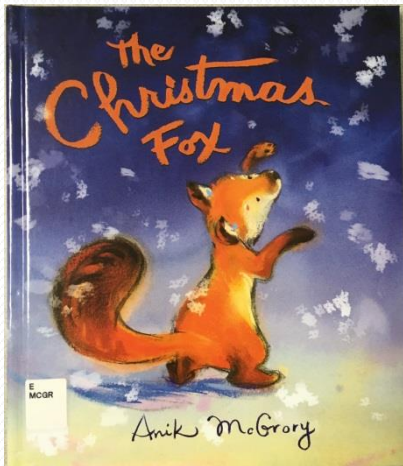
1. Examine the item in hand. (Both covers & both sides of title page. “The Christmas fox” had it’s Cataloguing-in-Publication (CIP) data on the inside of the back cover, instead of the back of the title page.)
2. Find the correct Bib record by searching for the ISBN in Polaris. Keep referring back to the item to ensure accuracy.
3. Create a correct item record, and save it.

Cover

Back Cover

Title page

Inside back cover
or Tp. verso



Compare your item to the Bib record

Check for these important tags:

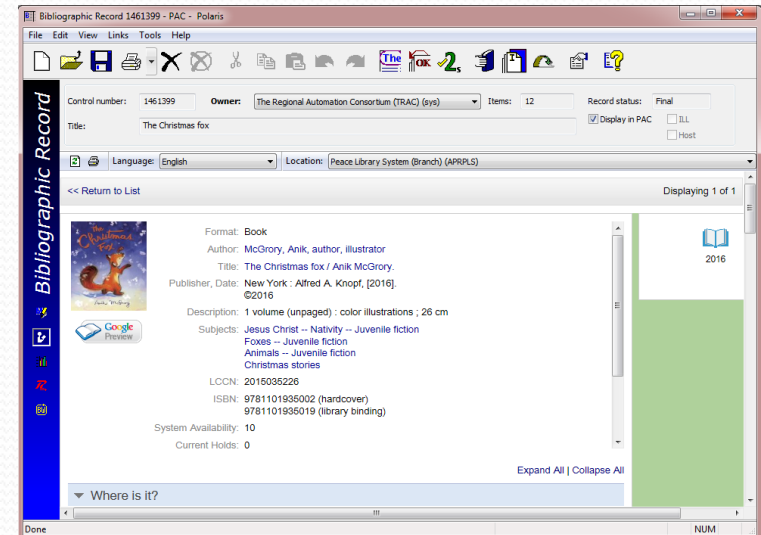
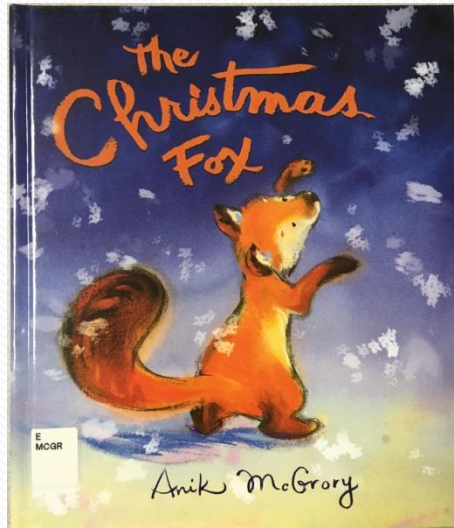
- 245 - Title
- 100 - Author
- 700 - Illustrator
- 264 - Publisher
- 300 - Physical description
- 600s – Subjects

Newly published books should have more than one 300 tag to indicate RDA cataloguing standards compliance.

The screenshot shows a software window titled 'Bibliographic Record 1461399 - MARC21 - Polaris'. The window contains a menu bar (File, Edit, View, Links, Tools, Help) and a toolbar with various icons. Below the toolbar, there are fields for 'Control number: 1461399', 'Owner: The Regional Automation Consortium (TRAC) (sys)', 'Items: 12', and 'Record status: Final'. A 'Title:' field contains 'The Christmas fox'. There are also checkboxes for 'Display in PAC', 'ILL', and 'Host'. The main area is a table with columns 'Tag', 'Ind', and 'Data'. The table lists various MARC tags and their corresponding data values.

Tag	Ind	Data
LD		nam 22 4500
001		1461399
005		20170717151516.0
008		151208s2016 nyua j 000 1 eng
010		1a2015035226
020		1a9781101935002 (hardcover) :c\$22.99
020		1a9781101935019 (library binding) :c\$19.99
040		1aDLC1beng1erda1cDLC1dGCM1BT1dTRAC
100	1	1aMcGrory, Anik,1eauthor,1eillustrator
245	14	1aThe Christmas fox /1cAnik McGrory.
264	1	1aNew York :1bAlfred A. Knopf,1c[2016].
264	4	1c©2016
300		1a1 volume (unpaged) :1bcolor illustrations ;1c26 cm
336		1atext12rdacontent
336		1astill image12rdacontent
337		1aunmediated12rdamedia
338		1avolume12rdacarrier
600	00	1aJesus Christ1xNativity1vJuvenile fiction
650	0	1aFoxes1vJuvenile fiction
650	0	1aAnimals1vJuvenile fiction
650	0	1aChristmas stories

Find the perfect match?



- ISBN
- Title
- Author
- Illustrator
- Publisher
- Year of publication, place
- Format or description (book, or DVD?)
- Dimensions, number of pages

Once you are convinced that you have the correct Bib Record, you are ready to “create” a new item record, which will be automatically “linked” to this Bib record.

Your item will then be listed along with all the other books that are also linked to the same Bib record.

Create your item record

The screenshot shows the Polaris Bibliographic Record interface. The 'Tools' menu is open, and the 'Create Item Records' option is highlighted with a blue oval. The interface includes a menu bar (File, Edit, View, Links, Tools, Help), a toolbar with various icons, and a main area displaying a list of tags and their corresponding values. The 'Tools' menu options include: Check Headings (Ctrl+J), Check MARC21 Format (Ctrl+M), Replace / Check For Duplicates (Ctrl+I), Place Hold... (Ctrl+H), Sort, Add to Record Set, Create Item Records (highlighted), Create Serial Holdings Record, Show Usage Statistics (Ctrl+R), Create Resource Entities, Diacritics... (Alt+D), Macros... (Alt+F8), Insert Delimiter (Ctrl+Q), Display Description (Ctrl+L), Create constituent link, and Create host link. The main area shows a list of tags and their values, including LDR, 001, 005, 008, 010, 020, 020, 040, 100, 245, 264, 300, 336, 336, 337, 338, 600, 650, 650, and 650. The status bar at the bottom indicates 'Create Item Records' and 'NUM'.



From the icons across the top of the Bib record, click on the “Create Item Record” icon, OR choose “Create Item Records” from the “Tools” drop down menu.

Completing the Item Record Work Form

Choose a template from the dropdown menu, which will populate every field in the line: Branch, Collection, Material Type, Loan Period, Fine Code and Owner. (Stat code is not used in TRAC)

On this workform or on the item record that is created and is shown after clicking on OK, the barcode, the call number, and the renewal limit are also required.

Bibliographic Record 1461399 - MARC21 - Polaris

New Item Record Options

Item information

Title: The Christmas fox Find

Author: McGraw, Anita, author, illustrator Bib control: 1461399

Call number

Scheme: Dewey Decimal Use template values instead of these (if available)

Prefix:

Class:

Cutter:

Suffix:

Vol:

Copy:

Price: \$22.99

Circ status: In Processing

Renewal limit: 0

Display in PAC Loanable outside system

Non-circulating Holdable

Item barcode(s)

Use system assigned barcodes

Distribution

Item total: 1 Barcode total: 0

Items	Branch	Collection	Shelf Location	Material Type	Loan Period	Fine Code	Stat Code	Owner	Template
1									(None)

OK Cancel Help

For Help, press F1

Item record – new record view

File Edit

New Item Record Options

Item information

Title: Find

Author: Bib control:

Call number

Scheme: Use template values instead of these (if available)

Prefix:

Class:

Cutter:

Suffix:

Vol:

Copy:

Price:

Circ status:

Renewal limit:

Display in PAC Loanable outside system

Non-circulating Holdable

Distribution

Item total: Barcode total:

Items	Branch	Collection	Shelf Location	Material Type	Loan Period	Fine Code	Stat Code	Owner
1				(None)				

Item bar

- A DVD (Keephills Public Library)
- AA Audio CD (Northern Lights)
- AA Blu-Ray (Northern Lights)
- AA DVD (Northern Lights)
- AA Fiction Adult (Northern Lights)
- AA Fiction Juvenile (Northern Lights)
- AA Fiction Young Adult (Northern Lights)
- AA Graphic Novel Juvenile (Northern Lights)
- AA Large Print (Northern Lights)
- AA Nonfiction (Northern Lights)
- AA Paperback (Northern Lights)
- AA Picture Book (Northern Lights)
- AA Picture Book Non-Fiction (Northern Lights)
- AA Reference (Northern Lights)
- AAB E (Grasmere School Library)
- AAB f (Yellowhead Region)
- AAB jf (Yellowhead Region)
- AAB jnf (Yellowhead Region)
- AAB nf (Yellowhead Region)
- AABM - Adult Non-fiction (Alberta Beach Municipal Library)
- AABM - Adult Fiction (Alberta Beach Municipal Library)
- AABM - Audiobook CD (Alberta Beach Municipal Library)
- AABM - Board Book (Alberta Beach Municipal Library)
- AABM - Christian Fiction (Alberta Beach Municipal Library)
- AABM - Comic books (Alberta Beach Municipal Library)
- AABM - DVD - Adult (Alberta Beach Municipal Library)
- AABM - DVD - Juvenile (Alberta Beach Municipal Library)
- AABM - Graphic Novel (Alberta Beach Municipal Library)
- AABM - Juvenile (Alberta Beach Municipal Library)

Use s

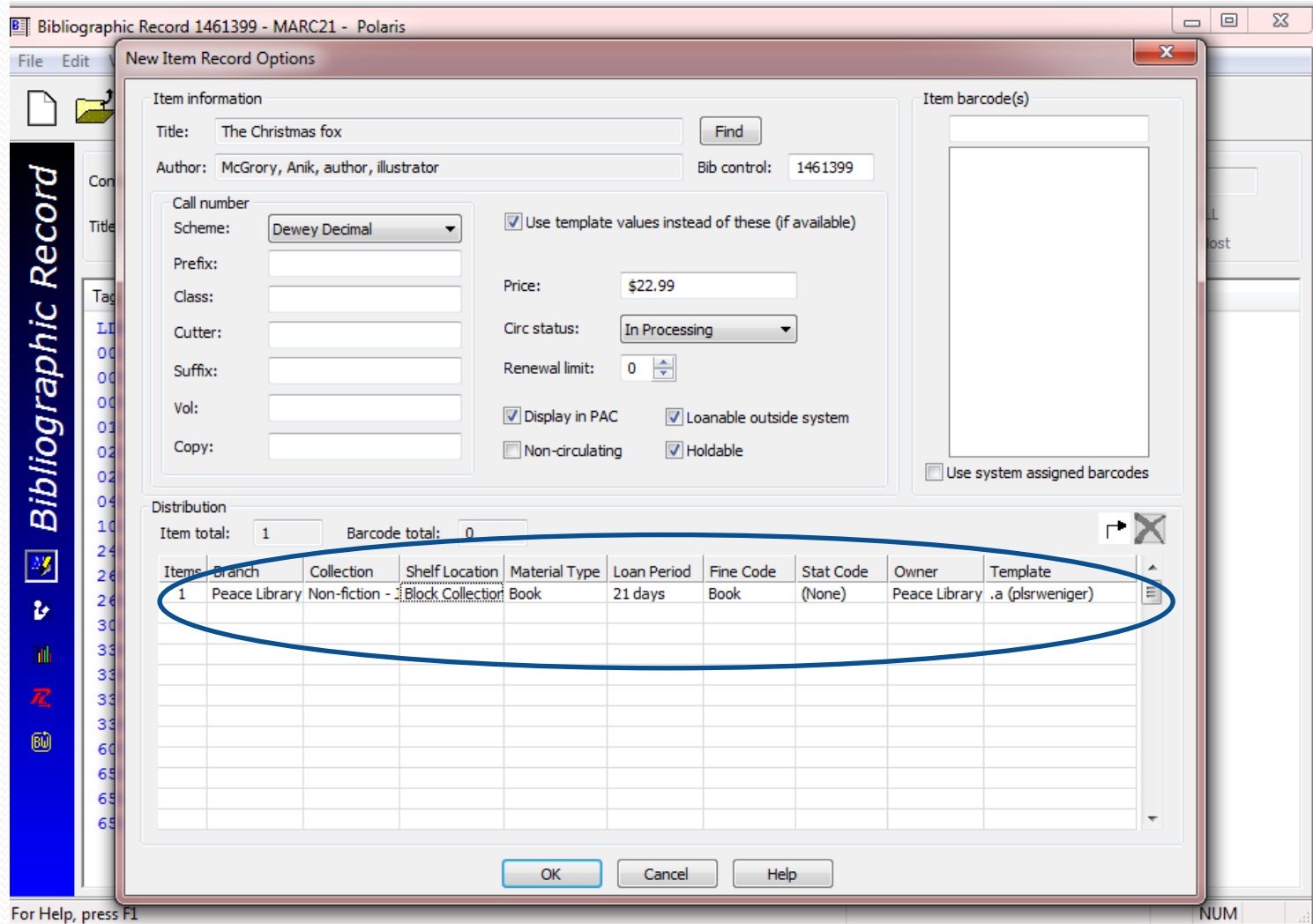
OK Cancel Help

For Help, press F1

In this screen select the template you want to use. This will automatically populate the distribution fields.

Click on OK to create the item record.

Item record with data fields populated.



Item record with data fields populated.

Scan in the new item barcode, enter call number information and renewal limit according to your library policy. These three details can also be done in the item record, next screen.

Click on OK to create your new Item record.

New Item Record Options

Item information

Title: The Christmas fox

Author: McGrory, Anik, author, illustrator Bib control: 1461399

Call number

Scheme: Dewey Decimal Use template values instead of these (if available)

Prefix:

Class:

Cutter:

Suffix:

Vol:

Copy:

Price: \$22.99

Circ status: In Processing

Renewal limit: 0

Display in PAC Loanable outside system

Non-circulating Holdable

Item barcode(s)

Use system assigned barcodes

Distribution

Item total: 1 Barcode total: 0

Items	Branch	Collection	Shelf Location	Material Type	Loan Period	Fine Code	Stat Code	Owner	Template
1	Peace Library	Non-fiction - J Block Collection		Book	21 days	Book	(None)	Peace Library	.a (pls/weniger)

Completing the Item Record Work Form

If not already done, scan in the new barcode. Although this number can be entered manually, it is best to *scan* the barcode to ensure accuracy.

Polaris recognizes an acceptable barcode format and when you are saving the record, will warn you if you have used too short or too long a number in this field. (ie: the ISBN)

Item Record 6057353 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: 0100006151635 Record status: Final ILL EContent Non-circulating Display in PAC

Title: The Christmas fox Find Bib control number: 1461399

Author: McGrory, Anik, author, illustrator Parent item: Item control number: 6057353

Call number: E MCGR Price: \$26.60 Issue control no.:

Owner: Peace Library System (Branch) (br) Shelf location: (None)

Assigned: Peace Library System (Branch) (APRPLS) Temporary location:

Collection: Block Christmas Books (BXMA) Circulation status: In Processing 05/04/2017 1:32:26 PM

Circulation parameters

Material type: Book

Loan period: 21 days

Fine code: Book

Renewal limit: 2

Stat code: (None)

Name of piece:

Issue:

Call number

Scheme: Dewey Decimal

Prefix: E

Class:

utter: MCGR

Suffix:

Volume:

Copy:

Request

Loanable outside system

Holdable

Limit to:

Pickup at

Patrons from this library and branches

Patrons from this branch only

Preferred borrowers

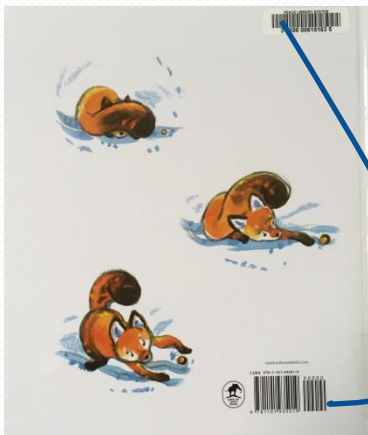
For Help, press F1 NUM

Affix the barcode on the item well away from the ISBN and the UPC codes. PLS member libraries have agreed to use the top right corner on the back cover for barcode placement.

Completing the Item Record Work Form

Scan your library barcode to ensure accuracy. Do not scan the ISBN, as is shown here.

Affix your barcode away from the ISBN code.



Item Record 6057353 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: ~~9781401935019~~ Record status: Final ILL EContent Non-circulating Display in PAC

Title: ~~The Christmas fox~~ Find **Bib control number:** 1461399

Author: McGrory, Anik, author, illustrator Parent item: Item control number: 6057353

Call number: E MCGR Price: \$26.60 Issue control no.:

Owner: Peace Library System (Branch) (br) Shelf location: (None)

Assigned: Peace Library System (Branch)

Collection: Block Christmas Books (BXMA)

Circulation parameters

Material type: Book

Loan period: 21 days

Fine code: Book

Renewal limit: 2

Stat code: (None)

Name of piece:

Issue:

Class: Cutter: MCGR

Sumx: Volume: Copy:

Pickup at

Patrons from this library and branches

Patrons from this branch only

Preferred borrowers

Processing: 05/04/2017 1:32:26 PM

For Help, press F1

NUM

Item Record

Polaris

? This barcode format is not defined.
Do you want to use this barcode for this item?

Yes No

Completing the Item Record Work Form

Enter the price of the item in the field shown using the following “monetary” format: x.xx (Polaris will add the dollar sign).

If no price is on your item, estimate a replacement cost.

The price is important if the book is lost and a patron has to be charged for the item, and for reports valuing your collection.

The screenshot shows the Polaris Item Record Work Form for item 6057353. The form is titled "Item Record 6057353 - Cataloging - Polaris" and includes a menu bar (File, Edit, View, Links, Tools, Help) and a toolbar. The main form area contains the following fields and values:

- Barcode: B0100006151635
- Record status: Final
- ILL:
- EContent:
- Non-circulating:
- Display in PAC:
- Title: The Christmas fox
- Author: McGrory, Anik, author, illustrator
- Parent item: [empty]
- Bib control number: 1461399
- Item control number: 6057353
- Call number: E MCGR
- Price: \$26.60 (circled in blue)
- Issue control no.: [empty]
- Owner: Peace Library System (Branch) (br)
- Shelf location: (None)
- Assigned: Peace Library System (Branch) (APRPLS)
- Temporary location: [empty]
- Collection: Block Christmas Books (BXMA)
- Circulation status: In Processing
- Date/Time: 05/04/2017 1:32:26 PM

The form also includes sections for Circulation parameters, Call number, and Request. The Circulation parameters section includes fields for Material type (Book), Loan period (21 days), Fine code (Book), Renewal limit (2), Stat code (None), and Name of piece. The Call number section includes fields for Scheme (Dewey Decimal), Prefix (E), Class, Cutter (MCGR), Suffix, Volume, and Copy. The Request section includes checkboxes for Loanable outside system, Holdable, and Limit to (Pickup at, Patrons from this library and branches, Patrons from this branch only, Preferred borrowers).

Completing the Item Record Work Form

From the drop down list choose the appropriate collection code for this item.

Contact your consultant if there is a collection code you would like to have, which is not on the drop down list.

The screenshot shows the 'Item Record 6057353 - Cataloging - Polaris' window. The interface includes a menu bar (File, Edit, View, Links, Tools, Help) and a toolbar with various icons. The main form is divided into several sections:

- Barcode:** B0100006151635
- Record status:** Final
- Title:** The Christmas fox
- Author:** McGrory, Anik, author, illustrator
- Call number:** E MCGR
- Owner:** Peace Library System (Branch) (br)
- Assigned:** Peace Library System (Branch) (APRPLS)
- Collection:** Block Christmas Books (BXMA) (highlighted with a blue circle)
- Material type:** Book
- Loan period:** 21 days
- Fine code:** Book
- Renewal limit:** 2
- Stat code:** (None)
- Name of piece:**
- Issue:**
- Scheme:** Dewey Decimal
- Prefix:** E
- Class:**
- Cutter:** MCGR
- Suffix:**
- Volume:**
- Copy:**
- Request:** Loanable outside system, Holdable, Limit to: Pickup at, Patrons from this library and branches, Patrons from this branch only, Preferred borrowers

The status bar at the bottom indicates 'For Help, press F1' and 'NUM'.

Completing the Item Record Work Form

From the drop down list choose the appropriate shelf location for the item.

Not all libraries use shelf location information.

If you do, and there is a shelf location you would like to have on your drop down list, contact your consultant.

Item Record 6057353 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: 30100006151635 Record status: Final ILL EContent Non-circulating Display in PAC

Title: The Christmas fox Bib control number: 1461399

Author: McGrory, Anik, author, illustrator Parent item: Item control number: 6057353

Call number: E MCGR Price: \$26.60 Issue control no.:

Owner: Peace Library System (Branch) (br) Shelf location: (None)

Assigned: Peace Library System (Branch) (APRPLS) Temporary location:

Collection: Block Christmas Books (BXMA) Circulation status: In Processing 05/04/2017 1:32:26 PM

Circulation parameters

Material type: Book

Loan period: 21 days

Fine code: Book

Renewal limit: 2

Stat code: (None)

Name of piece:

Issue:

Call number

Scheme: Dewey Decimal

Prefix: E

Class:

Cutter: MCGR

Suffix:

Volume:

Copy:

Request

Loanable outside system

Holdable

Limit to:

Pickup at

Patrons from this library and branches

Patrons from this branch only

Preferred borrowers

For Help, press F1 NUM

Completing the Item Record Work Form

Note the default circulation status of a new item record: “In Processing”.

Do not change this drop down choice from “In-processing”.

Use a Check In screen to “check-in” the item after you are finished saving it, so that any holds placed on the Bib record can be satisfied.

The screenshot shows the 'Item Record 6057353 - Cataloging - Polaris' window. The interface includes a menu bar (File, Edit, View, Links, Tools, Help) and a toolbar with various icons. The main form contains the following fields and options:

- Barcode: 00100006151635
- Record status: Final
- ILL:
- EContent:
- Non-circulating:
- Display in PAC:
- Title: The Christmas fox
- Author: McGrory, Anik, author, illustrator
- Parent item: [empty]
- Bib control number: 1461399
- Call number: E MCGR
- Price: \$26.60
- Item control number: 6057353
- Issue control no.: [empty]
- Owner: Peace Library System (Branch) (br)
- Shelf location: (None)
- Assigned: Peace Library System (Branch) (APRPLS)
- Temporary location: [empty]
- Collection: Block Christmas Books (BXMA)
- Circulation status: In Processing (highlighted with a blue circle)
- Date/Time: 05/04/2017 1:32:26 PM
- Material type: Book
- Loan period: 21 days
- Fine code: Book
- Renewal limit: 2
- Stat code: (None)
- Name of piece: [empty]
- Call number Scheme: Dewey Decimal
- Prefix: E
- Class: [empty]
- Cutter: MCGR
- Suffix: [empty]
- Volume: [empty]
- Copy: [empty]
- Request options: Loanable outside system, Holdable
- Limit to: Pickup at [empty], Patrons from this library and branches, Patrons from this branch only, Preferred borrowers

At the bottom of the window, it says 'For Help, press F1' and 'NUM'.

Completing the Item Record Work Form

Next, select the correct “Circulation Parameters” for the item. Your template may have populated these fields already.

Notice how often Polaris provides drop down boxes to populate database fields!

This is to prevent typing mistakes – databases perform best when fields are accurately filled in!

Choose the correct:

- Material Type
- Loan Period
- Fine Code
- Renewal Limit

Item Record 6057353 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: 00100006151635 Record status: Final ILL EContent Non-circulating Display in PAC

Title: The Christmas fox Bib control number: 1461399

Author: McGrory, Anik, author, illustrator Parent item: Item control number: 6057353

Call number: E MCGR Price: \$26.60 Issue control no.:

Owner: Peace Library System (Branch) (br) Shelf location: (None)

Assigned: Peace Library System (Branch) (APRPLS) Temporary location:

Collection: Block Christmas Books (BXMA) Circulation status: In Processing 05/04/2017 1:32:26 PM

Circulation parameters

Material type: Book

Loan period: 21 days

Fine code: Book

Renewal limit: 2

Stat code: (None)

Name of piece:

Call number

Scheme: Dewey Decimal

Prefix: E

Class:

Cutter: MCGR

Suffix:

Volume:

Copy:

Request

Loanable outside system

Holdable

Limit to:

Pickup at

Patrons from this library and branches

Patrons from this branch only

Preferred borrowers

For Help, press F1

NUM

Material Type and Fine Code are always the same.

Completing the Item Record Work Form

Finally, fill in the call number information, before saving your new item record!

These fields will create the spine label for your item, and there are no drop down menus to ensure accuracy!

Each field should ONLY contain the data it is designed for if the search engines are to work properly. BE CAREFUL!

Item Record 6057353 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: 30100006151635 Record status: Final ILL EContent Non-circulating Display in PAC

Title: The Christmas fox Find Bib control number: 1461399

Author: McGrory, Anik, author, illustrator Parent item: Item control number: 6057353

Call number: E MCGR Price: \$26.60 Issue control no.:

Owner: Peace Library System (Branch) (br) Shelf location: (None)

Assigned: Peace Library System (Branch) (APRPLS) Temporary location:

Collection: Block Christmas Books (BXMA) Circulation status: In Processing 05/04/2017 1:32:26 PM

Circulation parameters

Material type: Book

Loan period: 21 days

Fine code: Book

Renewal limit: 2

Stat code: (None)

Name of piece:

Call number

Scheme: Dewey Decimal

Prefix: E

Class:

Cutter: MCGR

Suffix:

Volume:

Copy:

Request

Loanable outside system

Holdable

Limit to:

Pickup at

Patrons from this library and branches

Patrons from this branch only

Preferred borrowers

Issue:

For Help, press F1 NUM

Completing the Item Record Work Form

Scheme: Dewey Decimal.

The scheme *should not be changed* – TRAC currently uses this classification system throughout the entire collection.

Prefix: Enter the correct prefix for the item as used for similar items in your library. Use CAPITAL letters and do not enter *unnecessary* spaces in this field.

Prefix examples:

-FIC (Fiction)

-F (Fiction)

-E (Easy)

-LP (Large Print)

Item Record 6057353 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: B0100006151635 Record status: Final ILL EContent Non-circulating Display in PAC

Title: The Christmas fox Find Bib control number: 1461399

Author: McGrory, Anik, author, illustrator Parent item: Item control number: 6057353

Call number: E MCGR Price: \$26.60 Issue control no.:

Owner: Peace Library System (Branch) (br) Shelf location: (None)

Assigned: Peace Library System (Branch) (APRPLS) Temporary location:

Collection: Block Christmas Books (BXMA) Circulation status: In Processing 05/04/2017 1:32:26 PM

Circulation parameters

Material type: Book

Loan period: 21 days

Fine code: Book

Renewal limit: 2

Stat code: (None)

Name of piece:

Issue:

Call number

Scheme: Dewey Decimal

Prefix: E

Class:

Cutter: MCGR

Suffix:

Volume:

Copy:

Request

Loanable outside system

Holdable

Limit to:

Pickup at

Patrons from this library and branches

Patrons from this branch only

Preferred borrowers

For Help, press F1 NUM

Completing the Item Record Work Form

Enter the Dewey Decimal Classification Number in the “Class” field, if applicable. Typically this field is NOT used for Fiction nor for Easy Non-Fiction.

Use the following format: xxx.xxxxxx Use *no spaces*, and *no other characters* between the digits.

Some libraries abbreviate to a maximum of three digits after the decimal point, others use all.

The class field should never end in zero (0). If there are only three digits, leave off the period. (ie: 379)

The screenshot shows the 'Item Record 6057353 - Cataloging - Polaris' window. The 'Call number' section is highlighted with a blue circle. The fields in this section are: Scheme: Dewey Decimal, Prefix: E, Class: (empty), Cutter: MCGR, Suffix: (empty), Volume: (empty), and Copy: (empty). Other fields in the form include Barcode: 00100006151635, Title: The Christmas fox, Author: McGrory, Anik, author, illustrator, Call number: E MCGR, Price: \$26.60, and various ownership and circulation parameters.

Completing the Item Record Work Form

Enter the “Cutter” - If the item has an author in the author field at the top of the work form, use the *CAPITALIZED first three letters of the last name*.

If there is no author, as is the case in some multi-authored publications, use the *CAPITALIZED first three letters of the title*.

In this example, McGrory is the last name so a four letter cutter, MCGR is correct. This is the practice for all names starting with Mac or Mc.

Again – no spaces and two to four CAPITAL letters only should be used in this field.

Item Record 6057353 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: 00100006151635 Record status: Final ILL EContent Non-circulating Display in PAC

Title: The Christmas fox Find Bib control number: 1461399

Author: McGrory, Anik, author, illustrator Parent item: Item control number: 6057353

Call number: E MCGR Price: \$26.60 Issue control no.:

Owner: Peace Library System (Branch) (br) Shelf location: (None)

Assigned: Peace Library System (Branch) (APRPLS) Temporary location:

Collection: Block Christmas Books (BXMA) Circulation status: In Processing 05/04/2017 1:32:26 PM

Circulation parameters

Material type: Book

Loan period: 21 days

Fine code: Book

Renewal limit: 2

Stat code: (None)

Name of piece:

Issue:

Call number

Scheme: Dewey Decimal

Prefix: E

Class:

Cutter: MCGR

Suffix:

Volume:

Copy:

Request

Loanable outside system

Holdable

Limit to:

Pickup at

Patrons from this library and branches

Patrons from this branch only

Preferred borrowers

For Help, press F1 NUM

Completing the Item Record Work Form

Enter the “Suffix”, if used.

The suffix field is not used for sorting by Polaris, so formatting issues are not stringent. It is still good practice to use internal standards so your spine labels look orderly. Lowercase characters are acceptable in this field.

Some example suffixes found in the TRAC database:

- k-2
- Season 1
- Gr. 5-7
- c.2
- v.3

Item Record 6057353 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: 00100006151635 Record status: Final ILL EContent Non-circulating Display in PAC

Title: The Christmas fox Find Bib control number: 1461399

Author: McGrory, Anik, author, illustrator Parent item: Item control number: 6057353

Call number: E MCGR Price: \$26.60 Issue control no.:

Owner: Peace Library System (Branch) (br) Shelf location: (None)

Assigned: Peace Library System (Branch) (APRPLS) Temporary location:

Collection: Block Christmas Books (BXMA) Circulation status: In Processing 05/04/2017 1:32:26 PM

Circulation parameters

Material type: Book

Loan period: 21 days

Fine code: Book

Renewal limit: 2

Stat code: (None)

Name of piece:

Call number

Scheme: Dewey Decimal

Prefix: E

Class:

Cutter: MCGR

Suffix:

Volume:

Copy:

Request

Loanable outside system

Holdable

Limit to:

Pickup at

Patrons from this library and branches

Patrons from this branch only

Preferred borrowers

Issue:

For Help, press F1 NUM

Completing the Item Record Work Form

The volume field is a *particularly sensitive field*. It is used for multiple part (multi-part) publications. This book is complete in one volume, so no volume information is required. Keep your cursor out of this field!

The guidelines for usage of the volume field will be covered in part two of “Creating and Editing Item Records”.

Item Record 6057353 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: 30100006151635 Record status: Final ILL EContent Non-circulating Display in PAC

Title: The Christmas fox **Bib control number:** 1461399

Author: McGrory, Anik, author, illustrator Parent item: Item control number: 6057353

Call number: E MCGR Price: \$26.60 Issue control no.:

Owner: Peace Library System (Branch) (br) Shelf location: (None)

Assigned: Peace Library System (Branch) (APRPLS) Temporary location:

Collection: Block Christmas Books (BXMA) Circulation status: In Processing 05/04/2017 1:32:26 PM

Circulation parameters

Material type: Book

Loan period: 21 days

Fine code: Book

Renewal limit: 2

Stat code: (None)

Name of piece:

Issue:

Call number

Scheme: Dewey Decimal

Prefix: E

Class:

Cutter: MCGR

Suffix:

Volume:

Copy:

Request

Loanable outside system

Holdable

Limit to:

Pickup at

Patrons from this library and branches

Patrons from this branch only

Preferred borrowers

For Help, press F1 NUM

If you enter something in the volume field by mistake, be sure to fully delete the contents because the field is “space sensitive”. (Even one space will disrupt Polaris search processes - backspace your cursor to remove “spaces”.)

Completing the Item Record Work Form

Complete the “Copy” field, if necessary. Usually, if you have only one copy of this book in your library, this field is not necessary.

The standard format for this field is “lower case c”, followed by a period, and then the copy number. No spaces allowed:

C.1 OR C.2

When adding a second copy, it is good to edit the item record for copy 1 with copy information.

“Editing” is covered in part two of “Creating and Editing Item Records”.

Item Record 6057353 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: 00100006151635 Record status: Final ILL EContent Non-circulating Display in PAC

Title: The Christmas fox Bib control number: 1461399

Author: McGrory, Anik, author, illustrator Parent item: Item control number: 6057353

Call number: E MCGR Price: \$26.60 Issue control no.:

Owner: Peace Library System (Branch) (br) Shelf location: (None)

Assigned: Peace Library System (Branch) (APRPLS) Temporary location:

Collection: Block Christmas Books (BXMA) Circulation status: In Processing 05/04/2017 1:32:26 PM

Circulation parameters

Material type: Book

Loan period: 21 days

Fine code: Book

Renewal limit: 2

Stat code: (None)

Name of piece:

Issue:

Call number

Scheme: Dewey Decimal

Prefix: E

Class:

Cutter: MCGR

Suffix:

Volume:

Copy:

Request

Loanable outside system

Holdable

Limit to:

Pickup at

Patrons from this library and branches

Patrons from this branch only

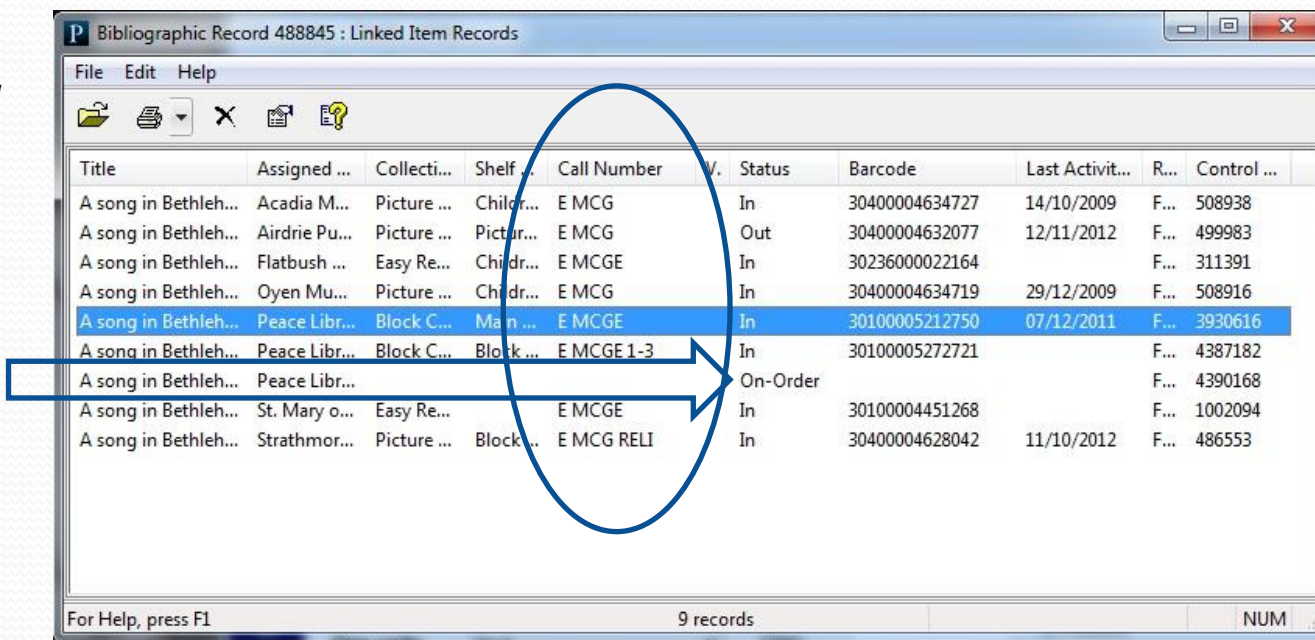
Preferred borrowers

For Help, press F1 NUM

Completing the Item Record Work Form

At this time, Polaris does not show the copy field in the list of linked items attached to a Bib record, unless the copy information is added to the suffix field.

If it is important to have this detail on your reports, and in this list, please use the same format (c.#) in the suffix field for your copy number.



Title	Assigned ...	Collecti...	Shelf ...	Call Number	V.	Status	Barcode	Last Activit...	R...	Control ...
A song in Bethleh...	Acadia M...	Picture ...	Childr...	E MCG		In	30400004634727	14/10/2009	F...	508938
A song in Bethleh...	Airdrie Pu...	Picture ...	Pictur...	E MCG		Out	30400004632077	12/11/2012	F...	499983
A song in Bethleh...	Flatbush ...	Easy Re...	Childr...	E MCGE		In	30236000022164		F...	311391
A song in Bethleh...	Oyen Mu...	Picture ...	Childr...	E MCG		In	30400004634719	29/12/2009	F...	508916
A song in Bethleh...	Peace Libr...	Block C...	Man ...	E MCGE		In	30100005212750	07/12/2011	F...	3930616
A song in Bethleh...	Peace Libr...	Block C...	Block ...	E MCGE 1-3		In	30100005272721		F...	4387182
A song in Bethleh...	Peace Libr...					On-Order			F...	4390168
A song in Bethleh...	St. Mary o...	Easy Re...		E MCGE		In	30100004451268		F...	1002094
A song in Bethleh...	Strathmor...	Picture ...	Block ...	E MCG RELI		In	30400004628042	11/10/2012	F...	486553

Note the “on-order” record on this list of items linked to Bib #488845. **NEVER** open and edit this record to create the item you are adding to the database.

Completing the Item Record Work Form

Item Record 6057353 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: 00100006151635 Record status: Final ILL EContent Non-circulating Display in PAC

Title: The Christmas fox Find **Bib control number:** 1461399

Author: McGrory, Anik, author, illustrator Parent item: Item control number: 6057353

Call number: E MCGR Price: \$26.60 Issue control no.:

Owner: Peace Library System (Branch) (br) Shelf location: (None)

Assigned: Peace Library System (Branch) (APRPLS) Temporary location:

Collection: Block Christmas Books (BXMA) Circulation status: In Processing 05/04/2017 1:32:26 PM

Circulation parameters

Material type: Book

Loan period: 21 days

Fine code: Book

Renewal limit: 2

Stat code: (None)

Name of piece:

Issue:

Call number

Scheme: Dewey Decimal

Prefix: E

Class:

Cutter: MCGR

Suffix:

Volume:

Copy:

Request

Loanable outside system

Holdable

Limit to:

Pickup at

Patrons from this library and branches

Patrons from this branch only

Preferred borrowers

For Help, press F1 NUM

Three check boxes to look at before saving:

- Display in PAC
- Loanable outside system
- Holdable

These must be checked for your item to circulate.

Do **NOT** check non-circulating, **unless** the item is **not** meant to circulate according to the TRAC Operational Guidelines.

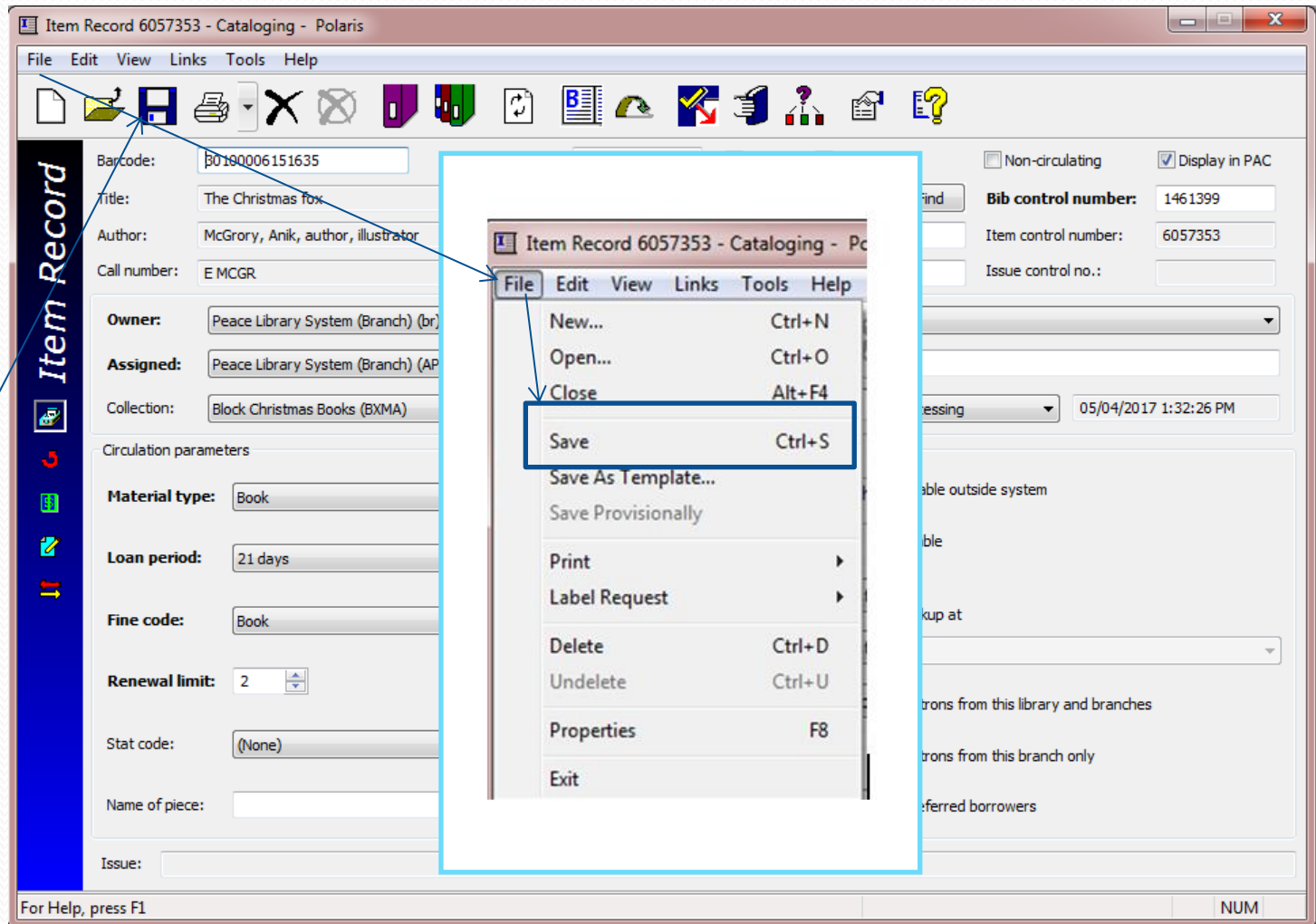
Completing the Item Record Work Form

Three ways to save:

- Choose “Save” from the File Drop down menu
- Click on the “save” icon.



- Ctrl + s



Item Record 6057353 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: 00190006151635
Title: The Christmas fox
Author: McGrory, Anik, author, illustrator
Call number: E MCGR
Owner: Peace Library System (Branch) (br)
Assigned: Peace Library System (Branch) (AP
Collection: Block Christmas Books (BXMA)
Circulation parameters
Material type: Book
Loan period: 21 days
Fine code: Book
Renewal limit: 2
Stat code: (None)
Name of piece:
Issue:

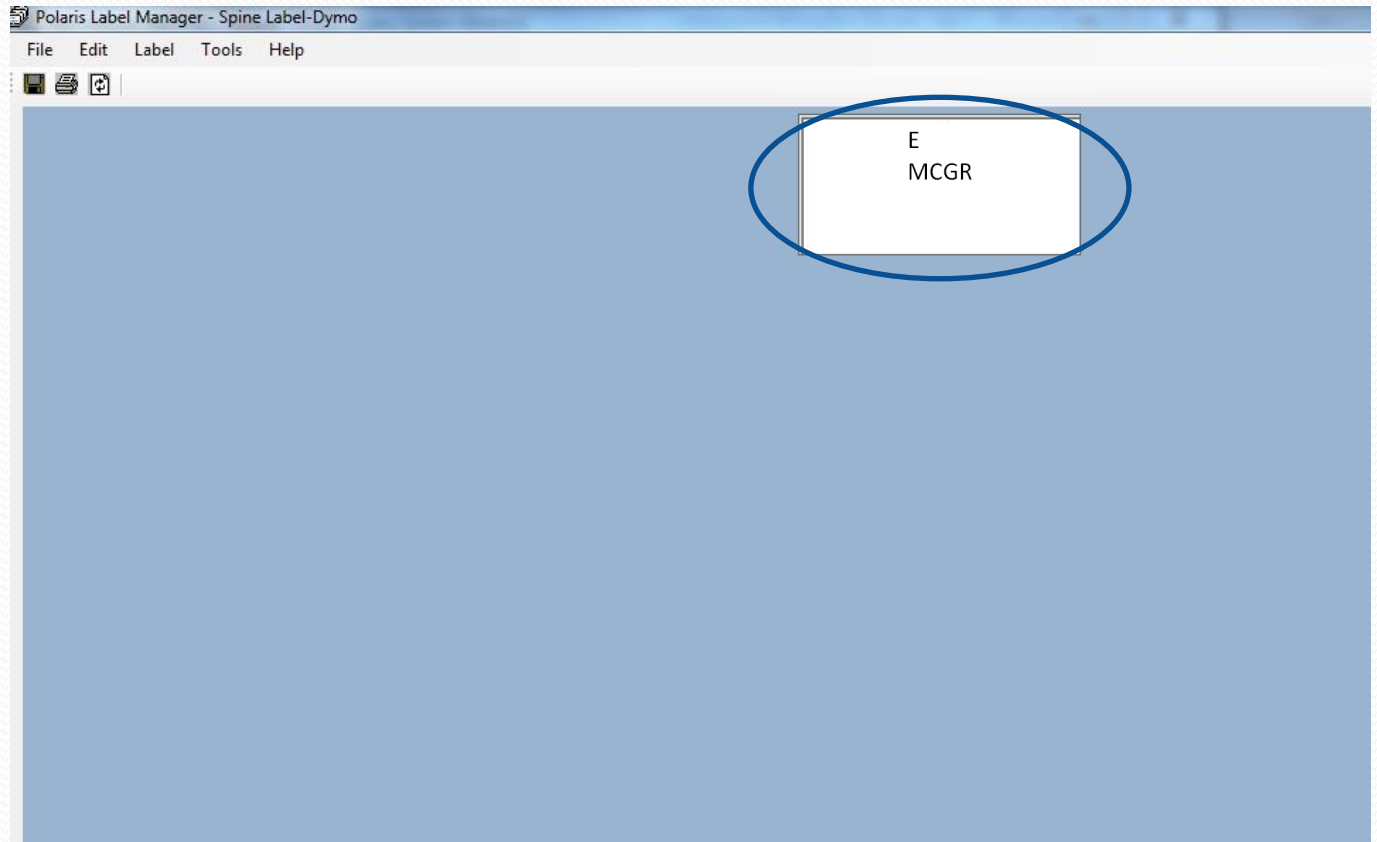
File Edit View Links Tools Help

- New... Ctrl+N
- Open... Ctrl+O
- Close Alt+F4
- Save Ctrl+S**
- Save As Template...
- Save Provisionally
- Print
- Label Request
- Delete Ctrl+D
- Undelete Ctrl+U
- Properties F8
- Exit

Non-circulating Display in PAC
Bib control number: 1461399
Item control number: 6057353
Issue control no.:
05/04/2017 1:32:26 PM
For Help, press F1 NUM

Completing the Item Record Work Form

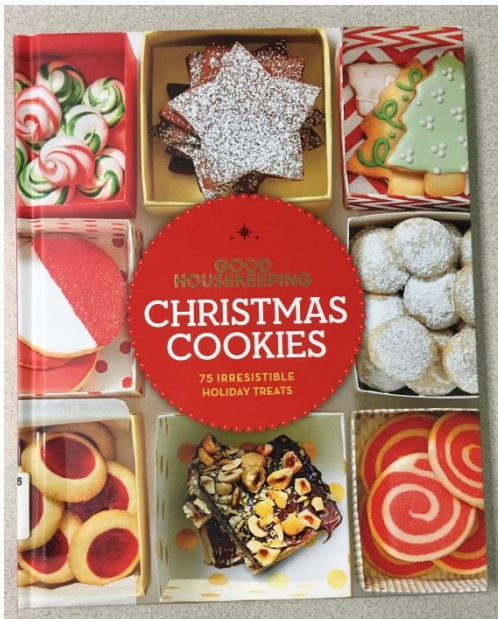
Print the spine label.



Review the Three Step Process

Follow this three step process every time you add an item record:

- Examine the item in hand.
- Find the correct Bib record by searching for the ISBN, and keep referring back to the item to ensure accuracy.
- Create a correct item record, and save it.



Bibliographic Record 1431476 - MARC21 - Polaris

File Edit View Links Tools Help

Control number: 1431476 Owner: The Regional Automation Consortium (TRAC) (sys) Items:

Title: Christmas cookies : 75 irresistible holiday treats.

Tag	Ind	Data
DR		cam 22 i 4500
001		1431476
005		20170405132151.0
008		160201s2016 nyua 001 0 eng d
020		9781618371454 (hardcover) :c19.95
040		BTCTAibengierdaicBTCTAtdYDXCPidBDXidOidCaOAUWidTRAC
082	04	641.5/686:223
245	00	Christmas cookies : 75 irresistible holiday treats.
246	30	At head of title: Good Housekeeping
264	1	New York, NY : Hearst Books, [c]2016
264	4	©2016
300		128 pages : color illustrations ; 25 cm
336		text : txt 2dacontent
336		still image : sti 2dacontent
337		unmediated : bnt 2rdamedia
338		volume : bnc 2rdacarrier
500		Includes index.
500		"Good food guaranteed".
650	0	Cookies
650	0	Christmas cooking
655	7	Cookbooks. 2lclgt
710	2	Good Housekeeping Institute (New York, N.Y.)

New Item Record Options

Item information

Title: Christmas cookies : 75 irresistible holiday treats. Find

Author: Bib control: 1431476

Call number: Scheme: Dewey Decimal Use template values instead of these (if available)

Prefix: Price: \$19.95

Class: 641.5/686 Circ status: In Processing

Cutter: Renewal limit: 0

Vol: Display in PAC Loanable outside system

Copy: Non-circulating Holdable

Use system assigned barcodes

Distribution

Item total: 1 Barcode total: 0

Items	Branch	Collection	Shelf Location	Material Type	Loan Period	Fine Code	Stat Code	Owner	Template
1									(None)

OK Cancel Help

Step one:

- Examine the item in hand – scan the 13 digit ISBN found on the back cover to find a Bib record, using a Bib find tool, to search.
- If there is an ISBN, *and you do not find a record*, send the book to headquarters for cataloguing.
- The ISBN may also be found in the information behind the title page.



Step two:

- Compare your item to the Bib details. Check: format, number of pages, edition (large print).
- Cataloguers rely on the title page (rather than the book cover, or spine) to ascertain the correct title, sub-title and author.

The screenshot shows a web browser window displaying a bibliographic record. The browser's address bar shows "Bibliographic Record 1431476 - PAC - Polaris". The browser's menu bar includes "File", "Edit", "View", "Links", "Tools", and "Help". The browser's toolbar contains various icons for file operations. The main content area of the browser shows the following information:

Control number: 1431476 Owner: The Regional Automation Consortium (TRAC) (sys)

Title: Christmas cookies : 75 irresistible holiday treats.

Language: English Location: Peace Library System (Branch) (APRPLS)

<< Return to List

Format: Book

Title: Christmas cookies : 75 irresistible holiday treats.

Publisher, Date: New York, NY : Hearst Books, [2016] ©2016

Description: 128 pages : color illustrations ; 25 cm

Subjects: Cookies
Christmas cooking

Genre: Cookbooks.

Other Author: Good Housekeeping Institute (New York, N.Y.)

Other Title: At head of title: Good Housekeeping

Notes: Includes index.
"Good food guaranteed".

ISBN: 9781618371454 (hardcover)

System Availability: 6

A blue bracket on the right side of the screenshot groups the Title, Publisher, Date, Description, and Subjects information.

Title & sub-title may or not be on the cover. Cataloguers use the title page in creating a Bib record. (245 tag in the MARC view)

The physical description of the item (# of pages, size, illustrations, etc.) should describe the item in hand. (300 tag in the MARC view)

- Check the subject headings and other information on the Bib record.
- Also look at the Tp. Verso (reverse side of the title page) for subjects, classification and other details.

Bibliographic Record

Bibliographic Record 1431476 - PAC - Polaris

File Edit View Links Tools Help

Control number: 1431476 Owner: The Regional Automation Consortium (TRAC) (sys)

Title: Christmas cookies : 75 irresistible holiday treats.

Language: English Location: Peace Library System (Branch) (APRPLS)

<< Return to List

Format: Book

Title: Christmas cookies : 75 irresistible holiday treats.

Publisher, Date: New York, NY : Hearst Books, [2016] ©2016

Description: 128 pages : color illustrations ; 25 cm

Subjects: Cookies
Christmas cooking

Genre: Cookbooks.

Other Author: Good Housekeeping Institute (New York, N.Y.)

Other Title: At head of title: Good Housekeeping

Notes: Includes index.
"Good food guaranteed".

ISBN: 9781618371454 (hardcover)

System Availability: 6



Tp. verso

This Bib record is a perfect match for this new item!
Now to add the item by creating a new item record.



Step three:

- Create a correct item record, and save it.

- 1) Affix and scan your barcode
- 2) Add the price
- 3) Choose collection code and shelf location
- 4) Choose the four circulation parameters from the drop down menus
- 5) Add prefix (NF) (if required)
- 6) Remove the slash (/), spaces or punctuation marks from the class field
- 7) Type in the cutter (CHR)
- 8) Confirm the three check boxes on the right
- 9) Save the record and check in your new holding!

The screenshot shows the 'New Item Record 1 - Cataloging - Polaris' window. The form is filled with the following data:

- Barcode: 3010006147260
- Record status: (empty)
- ILL:
- EContent:
- Non-circulating:
- Display in PAC:
- Title: Christmas cookies : 75 irresistible holiday treats.
- Find: (button)
- Bib control number: 1431476
- Author: (empty)
- Parent item: (empty)
- Item control number: (empty)
- Call number: NF 641.5686 CHR
- Price: \$19.95
- Issue control number: (empty)
- Owner: Peace Library System (Branch) (br)
- Shelf location: Block Collections
- Assigned: Peace Library System (Branch) (APRPLS)
- Temporary location: (empty)
- Collection: Block Christmas Books (BXMA)
- Circulation status: In Processing
- Circulation parameters:
 - Material type: Book
 - Loan period: 21 days
 - Fine code: Book
 - Renewal limit: 2
 - Stat code: (None)
 - Name of piece: (empty)
- Call number:
 - Scheme: Dewey Decimal
 - Prefix: NF
 - Class: 641.5686
 - Cutter: CHR
 - Suffix: (empty)
 - Volume: (empty)
 - Copy: 1
- Request:
 - Loanable outside system
 - Holdable
 - Limit to:
 - Pickup at (dropdown)
 - Patrons from this library and branches
 - Patrons from this branch only
 - Preferred borrowers
- Issue: (empty)

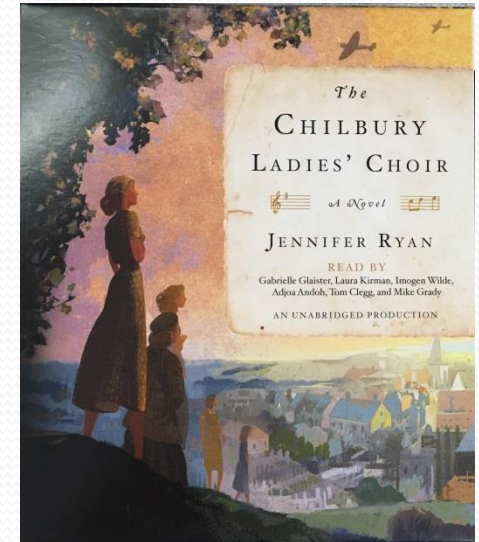
At the bottom, there is a status bar with 'For Help, press F1', '1.APRPLS', and 'NUM'.

Now Bib record 1431476 has a new item link!

Audiobook, item in hand:

Details to find:

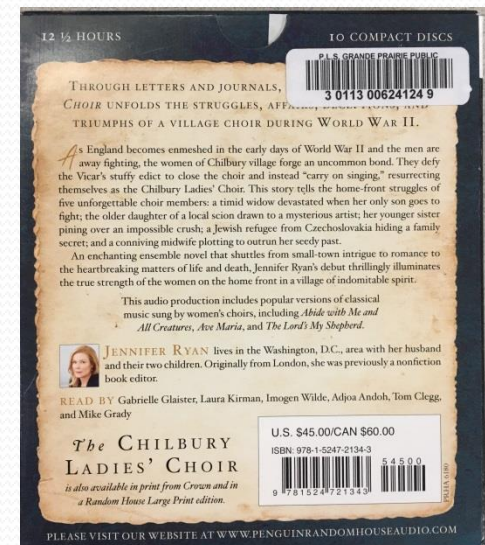
- Title (and subtitle)
- Author
- Narrator
- The full book or an *abridgement*?
- Number of discs
- Number of hours
- Publisher



Search by:

Search by ISBN whenever possible.

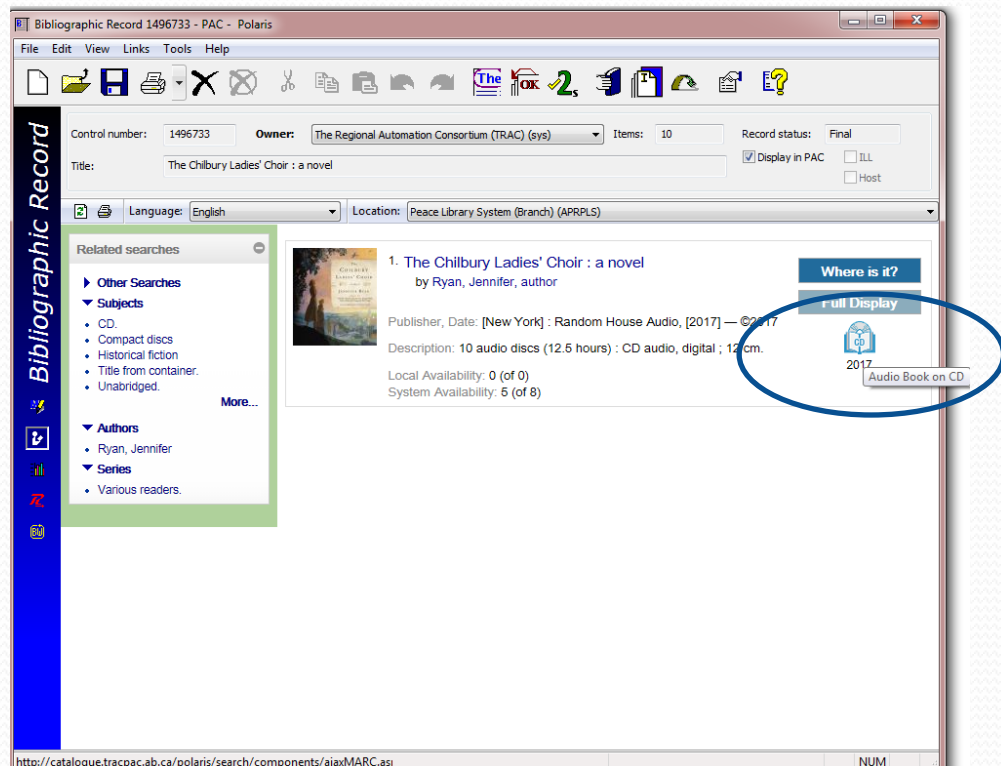
Multiple results are common! Take time to examine each Bib thoroughly.



Audiobook, Bib record:

Details to find:

- Audiobook format icon
- Title (and subtitle, if there)
- Author *and* Narrator
- The full book or an *abridgement*?
- Number and size of discs
- Number of hours
- Publisher & *publication date*



Do not link to Bib 1496733, unless ***all*** the details are correct, for the audiobook you are adding!

Use the scroll bar in the MARC view and “Expand All” in the PAC view to find more information about this Bib record.

Audiobook, item record:

Item Record 6040411 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: 30113006241249 Record status: Final ILL EContent Non-circulating Display in PAC

Title: The Chilbury Ladies' Choir : a novel **Bib control number:** 1496733

Author: Ryan, Jennifer, author Parent item: Item control number: 6040411

Call number: AUDIO BLOCK F RYA Price: \$60.35 Issue control no.:

Owner: Peace Library System (Branch) (br) Shelf location: Block Collections

Assigned: Peace Library System (Branch) (APRPLS) Temporary location:

Collection: Block Audiobooks (BAB) Circulation status: In Processing 10/04/2017 12:42:57 PM

Circulation parameters

Material type: Book on CD

Loan period: 21 days

Fine code: Book on CD

Renewal limit: 2

Stat code: (None)

Name of piece:

Call number

Scheme: Dewey Decimal

Prefix: AUDIO BLOCK F

Class:

Cutter:

Suffix: RYA

Volume:

Copy:

Request

Loanable outside system

Holdable

Limit to:

Pickup at

Patrons from this library and branches

Patrons from this branch only

Preferred borrowers

Issue:

For Help, press F1

NUM

Blu-Ray, item in hand:

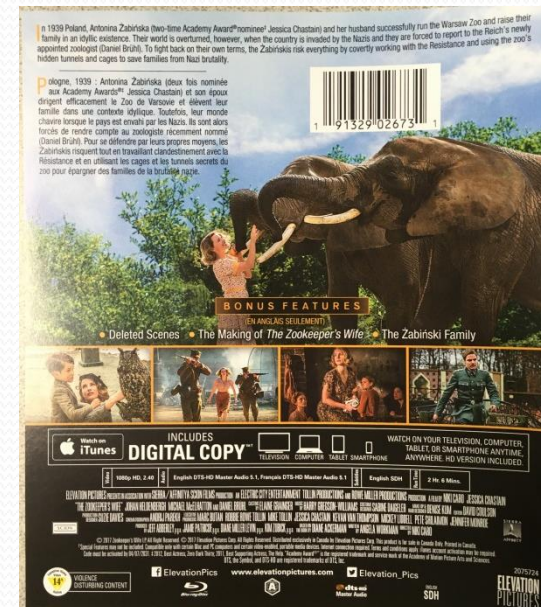
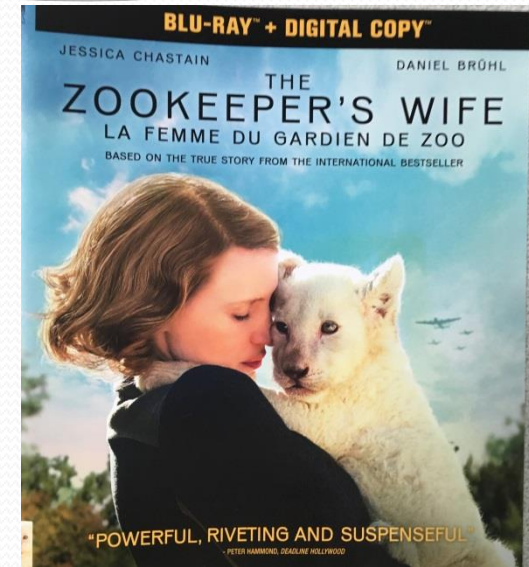
Details to find:

- Title (and subtitle)
- Cast
- Format
- Number of discs
- Number of hours
- Publisher

Search by:

Search by scanning the UPC code, (choose UPC from the search parameter drop down menu).

For Blu-Rays and DVDs you may also search by title. For a match watch for film distributor, languages and number of discs.



Blu-Ray, Bib record:

Details to find:

- Title (and subtitle)
- Language
- Producer and director
- Special features per cover detail
- Number and size of discs
- Number of hours
- Publisher and year
- Format – DVD or Blu-Ray

Multiple formats:

If your movie contains multiple formats (DVD and Blu-ray or MP3) you must watch the next part of “Creating and Editing Item Records” before adding your item!

Bibliographic Record 1595113 - MARC21 - Polaris

File Edit View Links Tools Help

Control number: 1595113 Owner: The Regional Automation Consortium (TRAC) (sys) Items: 12 Record status: Final

Title: The zookeeper's wife = La femme du gardien de zoo

Display in PAC ILL Host

Tag	Ind	Data
.LDR		ngm 22 i 4500
001		1595113
005		20170804150237.0
007		vd csaizq
008		170704s2017 onc126 vlang d
020		!c\$37.99
024	1	!a191329026731
028	43	!a32189944!bElevation Pictures
028	43	!a2075724!bElevation Pictures
040		!aTRAC!beng!terda!cTRAC!dTRAC
041	1	!aeng!afret!eng!heng
245	04	!aThe zookeeper's wife =!bLa femme du gardien de zoo /!cElevation Pictures presents in association with Sierra/Affinity, Scion Films production ; an Electric City Entertainment, Tollin Productions and Rowe Miller Productions production ; produced by Jeff Abberley, Jamie Patricof, Diane Miller Levin, Kim Zubick ; written by Angela Workman ; directed by Niki Caro.
246	3	!aFemme du gardien de zoo
264	2	!a[Toronto, Ontario] :!bElevation Pictures,!c[2017]
264	4	!c@2017
300		!a[Blu-ray only]1 videodisc (126 minutes) :!b!c!d!e!f!g!h!i!j!k!l!m!n!o!p!q!r!s!t!u!v!w!x!y!z!aa!ab!ac!ad!ae!af!ag!ah!ai!aj!ak!al!am!an!ao!ap!aq!ar!as!at!au!av!aw!ax!ay!az!ba!bb!bc!bd!be!bf!bg!bh!bi!bj!bk!bl!bm!bn!bo!bp!bq!br!bs!bt!bu!bv!bw!bx!by!bz!ca!cb!cc!cd!ce!cf!cg!ch!ci!cj!ck!cl!cm!cn!co!cp!cq!cr!cs!ct!cu!cv!cw!cx!cy!cz!da!db!dc!dd!de!df!dg!dh!di!dj!dk!dl!dm!dn!do!dp!dq!dr!ds!dt!du!dv!dw!dx!dy!dz!ea!eb!ec!ed!ee!ef!eg!eh!ei!ej!ek!el!em!en!eo!ep!eq!er!es!et!eu!ev!ew!ex!ey!ez!fa!fb!fc!fd!fe!ff!fg!fh!fi!fj!fk!fl!fm!fn!fo!fp!fq!fr!fs!ft!fu!fv!fw!fx!fy!fz!ga!gb!gc!gd!ge!gf!gg!gh!gi!gj!gk!gl!gm!gn!go!gp!gq!gr!gs!gt!gu!gv!gw!gx!gy!gz!ha!hb!hc!hd!he!hf!hg!hh!hi!hj!hk!hl!hm!hn!ho!hp!hq!hr!hs!ht!hu!hv!hw!hx!hy!hz!ia!ib!ic!id!ie!if!ig!ih!ii!ij!ik!il!im!in!io!ip!iq!ir!is!it!iu!iv!iw!ix!iy!iz!ja!jb!jc!jd!je!jf!jg!jh!ji!jj!jk!jl!jm!jn!jo!jp!jq!jr!js!jt!ju!jv!jw!jx!jy!jz!ka!kb!kc!kd!ke!kf!kg!kh!ki!kj!kk!kl!km!kn!ko!kp!kq!kr!ks!kt!ku!kv!kw!kx!ky!kz!la!lb!lc!ld!le!lf!lg!lh!li!lj!lk!ll!lm!ln!lo!lp!lq!lr!ls!lt!lu!lv!lw!lx!ly!lz!ma!mb!mc!md!me!mf!mg!mh!mi!mj!mk!ml!mm!mn!mo!mp!mq!mr!ms!mt!mu!mv!mw!mx!my!mz!na!nb!nc!nd!ne!nf!ng!nh!ni!nj!nk!nl!nm!nn!no!np!nq!nr!ns!nt!nu!nv!nw!nx!ny!nz!oa!ob!oc!od!oe!of!og!oh!oi!oj!ok!ol!om!on!oo!op!oq!or!os!ot!ou!ov!ow!ox!oy!oz!pa!pb!pc!pd!pe!pf!pg!ph!pi!pj!pk!pl!pm!pn!po!pp!pq!pr!ps!pt!pu!pv!pw!px!py!pz!qa!qb!qc!qd!qe!qf!qg!qh!qi!qj!qk!ql!qm!qn!qo!qp!qq!qr!qs!qt!qu!qv!qw!qx!qy!qz!ra!rb!rc!rd!re!rf!rg!rh!ri!rj!rk!rl!rm!rn!ro!rp!rq!rr!rs!rt!ru!rv!rw!rx!ry!rz!sa!sb!sc!sd!se!sf!sg!sh!si!sj!sk!sl!sm!sn!so!sp!sq!sr!ss!st!su!sv!sw!sx!sy!sz!ta!tb!tc!td!te!tf!tg!th!ti!tj!tk!tl!tm!tn!to!tp!tq!tr!ts!tt!tu!tv!tw!tx!ty!tz!ua!ub!uc!ud!ue!uf!ug!uh!ui!uj!uk!ul!um!un!uo!up!uq!ur!us!ut!uu!uv!uw!ux!uy!uz!va!vb!vc!vd!ve!vf!vg!vh!vi!vj!vk!vl!vm!vn!vo!vp!vq!vr!vs!vt!vu!vv!vw!vx!vy!vz!wa!wb!wc!wd!we!wf!wg!wh!wi!wj!wk!wl!wm!wn!wo!wp!wq!wr!ws!wt!wu!wv!ww!wx!wy!wz!xa!xb!xc!xd!xe!xf!xg!xh!xi!xj!xk!xl!xm!xn!xo!xp!xq!xr!xs!xt!xu!xv!xw!xx!xy!xz!ya!yb!yc!yd!ye!yf!yg!yh!yi!yj!yk!yl!ym!yn!yo!yp!yq!yr!ys!yt!yu!yv!yw!yx!yy!yz!za!zb!zc!zd!ze!zf!zg!zh!zi!zj!zk!zl!zm!zn!zo!zp!zq!zr!zs!zt!zu!zv!zw!zx!zy!zz
500		!aBased on the novel by Diane Ackerman

The record was saved successfully.

NUM

Should a DVD movie or a Blu-Ray/DVD combo-pack be linked to this Bib record (# 1595113)? ... NO!

Blu-Ray, item record:

Item Record 6158477 - Cataloging - Polaris

File Edit View Links Tools Help

Barcode: 00113006493048 Record status: Final ILL EContent Non-circulating Display in PAC

Title: The zookeeper's wife = La femme du gardien de zoo Bib control number: 1595113

Author: Parent item: Item control number: 6158477

Call number: BLU DRAMA ZOO Price: \$38.00 Issue control no.:

Owner: Grande Prairie Public Library (br) Shelf location: Audio-Visual - Blu-rays

Assigned: Grande Prairie Public Library (AGP) Temporary location:

Collection: Blu-Ray - Adult (BRA) Circulation status: Being Held 04/08/2017 11:07:52 AM

Circulation parameters

Material type: Video - Blu Ray

Loan period: 21 days

Fine code: Video - Blu Ray

Renewal limit: 2

Stat code: (None)

Name of piece:

Call number

Scheme: Dewey Decimal

Prefix: BLU

Class: DRAMA

Cutter: ZOO

Suffix:

Volume:

Copy:

Request

Loanable outside system

Holdable

Limit to:

Pickup at

Patrons from this library and branches

Patrons from this branch only

Preferred borrowers

Issue:

For Help, press F1 NUM

Quiz

Search in Polaris for the answers to this short quiz...

1. Name the “*author*” and “*publisher*” of ISBN # 9781501131424?

Search in Polaris for the answers to this short quiz...

2. What is the “*format*” and the “*Bib control #*” of ISBN # 9781250132604?

Search in Polaris for the answers to this short quiz...

3. Who is the “*publisher*” and what is the “*physical description*” of ISBN # 0788859544?

Search in Polaris for the answers to this short quiz...

4. In an item record screen which three fields are automatically populated by the Bib record:
- a) Material type, owner and title.
 - b) Title, author and bib control number.
 - c) Title, circulation status and fine code.
 - d) Barcode, title and Bib control number.

Search in Polaris for the answers to this short quiz...

5. What are the three steps for adding an item record?
 - a) Read the title, search for the item by title, and find an item record to use.
 - b) Examine the physical copy, find a matching Bib record, create a new Item record.
 - c) Look for an ISBN, scan it, pick a Bib record with no links, and add the item.

Search in Polaris for the answers to this short quiz...

6. Which Item record fields are space sensitive?
 - a) Suffix and Shelf location
 - b) Fine code and Collection code
 - c) Volume and Classification

Search in Polaris for the answers to this short quiz...

7. Which Item record fields must be CAPITALIZED?
- a) Suffix and Copy
 - b) Cutter and Prefix
 - c) All of the above.

Quiz questions...

1. Name the “*author*” and “*publisher*” of ISBN # 9781501131424?
2. What is the “*format*” and the “*bib control #*” of ISBN # 9781250132604?
3. Who is the “*publisher*” and what is the “*description*” of ISBN # 0788859544?
4. In an item record screen which three fields are automatically populated by the Bib record:
 - a) Material type, owner and title.
 - b) Title, author and bib control number.
 - c) Title, circulation status and fine code.
 - d) Barcode, title and Bib control number.
5. What are the three steps for adding an item record?
 - a) Read the title, search for the item by title, and find an item record to use.
 - b) Examine the physical copy, find a matching Bib record, create a new Item record.
 - c) Look for an ISBN, scan it, pick a Bib record with no links, and add the item.
6. Which Item record fields are space sensitive?
 - a) Suffix and Shelf location
 - b) Fine code and Collection code
 - c) Volume and Classification
7. Which Item record fields must be CAPITALIZED?
 - a) Suffix and Copy
 - b) Cutter and Prefix
 - c) All of the above.

Please try for 100% in this quiz before proceeding to Part two of “Creating and Editing Item Records”.