



Traverse des Sioux Library System

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Call numbers and Items

Setting your defaults/properties

- You only will need to set your properties once on each workstation.
- Hover over the **Call Number and Item Maintenance** wizard with the cursor.
- Click with the right button on the mouse.
- From the drop down that will appear, select **Properties**, this opens up the default page.
- The choices under **Search Preferences** will be your search defaults, when searching for items. You may change this to your liking.
- Under **Editor Display options**, select **Descriptive View** (the radio button) and if you are wondering what those numbers in the bibliographic record mean, select the box **Display descriptive labels (for entries)**.
- Under **Call Number Default Values**, make sure that the **library** is set to your library code and that the **class scheme** is set to **Dewey**. Do not change these values!
- Item Tree Defaults, select the second radio button, **item tree display expanded**.
- In **Extended Info Display Options**, select both boxes.
- Under **Item required default values**, select the appropriate **type** of material you are working on, **home location** should be **on-shelf**. Make sure that the Permanent and Circulate boxes are selected.
- In **Item optional default values** you can select further defaults but you do not have to select anything.

Adding Call numbers and Items

When you receive an item back from cataloging or you need to add a new call number and item to the database use the following steps to do so.

- Click on the **Circulation toolbar**, select **Item Information** and click on **Call number and Item maintenance**.

- Search the item by OCLC number (if available) by typing in 01232541 (the number cataloging wrote down on the bottom of the workslip), remember to change the **index** to **title control number** (last choice on the list) and the change the **library** to **all**.
- If you do not have the OCLC available search by title or ISBN number and click search.
- Once the record displays click **Add Call Number** on the bottom of the screen, do not start making changes to anything until you clicked Add Call Number. A small box appears, here make sure that your library's symbol is selected.
- The **call number information** comes from the TZT dummy record or from another library's (which ever record is highlighted), make sure this is the call number will match you label. Change the call number if you choose to place your copy in a different Dewey number. Make sure that **Call Library** is set to your library's symbol and that the **Class Scheme** is set to Dewey (for periodicals set to LCPER).
- Under **Item Information** scan in your barcode, **do not touch** the **copy number** (SRIRSI keeps track of this automatically). Change **Type** to the appropriate format; again make sure the **Item Library** is set to your library. The **Home Location and Current Location** should fill in automatically as On-Shelf. Change **Item Cat1 and Item Cat2** to appropriate category (important for statistical proposes).
- Only change the **Number of Pieces** if you have an item that includes several pieces (this field will pop up during check in and check out to make sure that all the pieces associated with an item are present).
- Fill in the **Price** of the item, if you do not have a price in the item record the billing cycle will not work correctly and patrons could get a bill for zero dollars.
- **DO NOT** change/select any of the small square boxes in the call number and item records.
- Along the bottom of the screen you can fill in the **Extended Information**, these are free from fields. The circnote displays during check in and out, the public note displays to the public and the staff note displays in the item record only.
- Click **Save** once you have all the fields filled in, the item is now ready to circulate.
- **2nd Copy:** Retrieve the record and click **Add Item** scan in your barcode and make all the appropriate changes detailed above under **Item Information**.

Adding a second copy

- Click on the **Call Number and Item Maintenance** wizard.
- Search for the title to which you will add a second copy.
- Click on the **Add Item** button.
- Make sure the cursor is blinking in the **Item ID** field and scan in the barcode of the second copy.
- The system keeps track of the copy number for you, therefore **DO NOT** change that number.

- Fill in your item categories and price as usual.
- Click **Save**.

General call number guidelines

- The call number should always match the label on the book.
- The call number is your patron's guide to finding the item on the shelves.
- **DO NOT** add any extra information such as unnecessary numbers to the call number.
- A call number for a DVD should look like this:

DVD FICTION Juno

Or if you use accession numbers the call number should look like this:

DVD 1102