Training
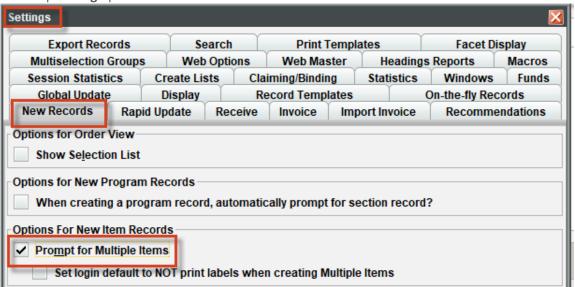
SIERRA CATALOGING

How to Create Multiple Item Records

To create Item records in Catalog, you must be assigned permission 122 (Create item records).

Item records are attached to a bibliographic record. You can create single or multiple items. This document provides instruction on how to create multiple item records.

To create multiple item records, the **Prompt for Multiple Items** check box must be selected in the **Admin | Settings | New Records tab**.

This example demonstrates multiple copies of an item that has multiple volumes. The example of items without volume or copy follow.
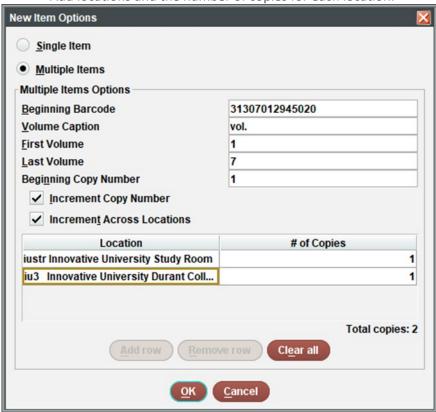
- Retrieve the bibliographic record
- Click Summary tab, choose Item from the View drop-down list
- Click "Attach New Item"
- Sierra opens the New Item Options dialog box
- Select the Multiple Items option
- Enter a valid barcode into the Beginning Barcode field. Sierra generates a barcode sequentially for each of the items by incrementing the barcode (without the check digit) and adding the appropriate check digit to the new barcode.

If your system does not use check digits for barcodes, it simply increments the barcode. For more information on barcodes, see Barcodes: Overview.

- Enter the Volume Caption to insert in each item's VOLUME field, for example, "vol."
- The First and Last Volume numbers for each copy
- Click "Increment Copy number" and "Increment Across Locations" if the copy number is incremented
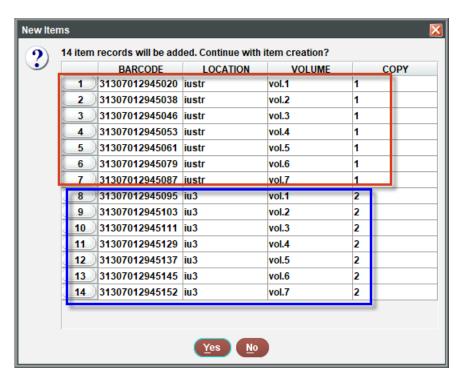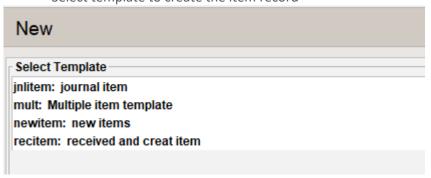- Add locations and the number of copies for each location.

- Click OK.

Sierra displays the summary of items with appropriate barcode, location, volume number and copy number.

New Items

14 item records will be added. Continue with item creation?

	BARCODE	LOCATION	VOLUME	COPY
1	31307012945020	iustr	vol.1	1
2	31307012945038	iustr	vol.2	1
3	31307012945046	iustr	vol.3	1
4	31307012945053	iustr	vol.4	1
5	31307012945061	iustr	vol.5	1
6	31307012945079	iustr	vol.6	1
7	31307012945087	iustr	vol.7	1
8	31307012945095	iu3	vol.1	2
9	31307012945103	iu3	vol.2	2
10	31307012945111	iu3	vol.3	2
11	31307012945129	iu3	vol.4	2
12	31307012945137	iu3	vol.5	2
13	31307012945145	iu3	vol.6	2
14	31307012945152	iu3	vol.7	2

Yes   No

- Click "yes" to continue creating the item records
- Select template to create the item record

New

Select Template

jnlitem: journal item

mult: Multiple item template

newitem: new items

recitem: received and creat item

- Create the first item record based on the template. In this example, the template is used to insert values such as item type and item price, in addition to the location, barcode and volume into all items.

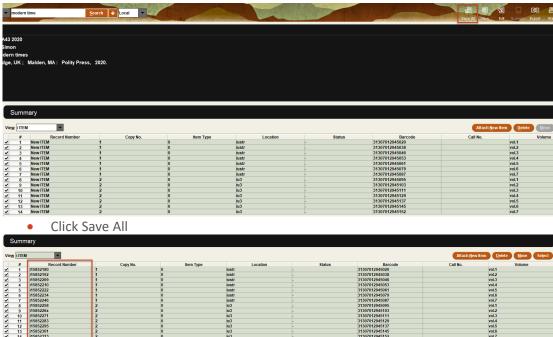| Copy No.	1	Inventory Date	. .	Loanrule	
Item Code 1	0	Checkin Location		Status	- AVAILABLE
Item Code 2	.	No. of Renewals		Internal Use	
Item Type	0 Books	No. of Overdues		Copy Use	
Price	$12.00	Overdue Date	. .	Item Message	- NO MESSAGE
Checkout Date	. . :	Item Use 3		OPAC Message	- ---
Checkout Location		Recall Date	. .	Year-to-Date Circ	
Due Date	. .	Total Checkouts		Last Year Circ	
Patron No.		Total Renewals		Item Agency	
Last Patron		Last Checkout Date	. . :	Holdings Item Tag	6 876 BASIC BIB. UNIT
Last Checkin	. . :	Location	iustr Innovative University Study Room	Inherit Location	.

Barcode	31307012945020
Volume	vol.1

- Click Summary

To change data in any of the items, select the item from the table | click the Select button or double click on the line.

#	Record Number	Copy No.	Item Type	Location	Status	Barcode	Call No.	Volume
1	New ITEM	1	0	iustr	-	31307012945020		vol.1
2	New ITEM	1	0	iustr	-	31307012945038		vol.2
3	New ITEM	1	0	iustr	-	31307012945046		vol.3
4	New ITEM	1	0	iustr	-	31307012945053		vol.4
5	New ITEM	1	0	iustr	-	31307012945061		vol.5
6	New ITEM	1	0	iustr	-	31307012945079		vol.6
7	New ITEM	1	0	iustr	-	31307012945087		vol.7
8	New ITEM	2	0	iu3	-	31307012945095		vol.1
9	New ITEM	2	0	iu3	-	31307012945103		vol.2
10	New ITEM	2	0	iu3	-	31307012945111		vol.3
11	New ITEM	2	0	iu3	-	31307012945129		vol.4
12	New ITEM	2	0	iu3	-	31307012945137		vol.5
13	New ITEM	2	0	iu3	-	31307012945145		vol.6
14	New ITEM	2	0	iu3	-	31307012945152		vol.7

- Click Save All

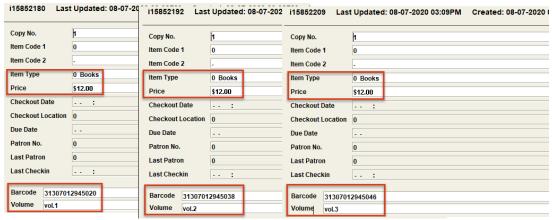| #	Record Number	Copy No.	Item Type	Location	Status	Barcode	Call No.	Volume
1	i15852180	1		iustr	-	31307012945020		vol.1
2	i15852192	1	0	iustr	-	31307012945038		vol.2
3	i15852209	1	0	iustr	-	31307012945046		vol.3
4	i15852210	1	0	iustr	-	31307012945053		vol.4
5	i15852222	1	0	iustr	-	31307012945061		vol.5
6	i15852234	1	0	iustr	-	31307012945079		vol.6
7	i15852246	1	0	iustr	-	31307012945087		vol.7
8	i15852258	2	0	iu3	-	31307012945095		vol.1
9	i15852226x	2	0	iu3	-	31307012945103		vol.2
10	i15852271	2	0	iu3	-	31307012945111		vol.3
11	i15852283	2	0	iu3	-	31307012945129		vol.4
12	i15852295	2	0	iu3	-	31307012945137		vol.5
13	i15852301	2	0	iu3	-	31307012945145		vol.6
14	i15852313	2	0	iu3	-	31307012945152		vol.7

All records will have the data added via the template and the new record number
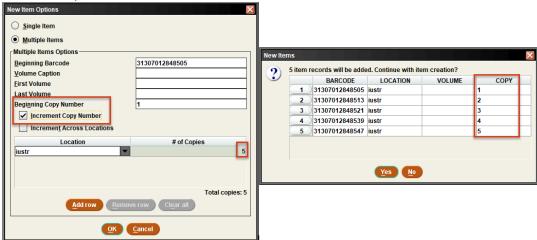
The added data from the first item record is saved to the rest of items

Creating Multiple Items with no Volume Fields and multiple copies
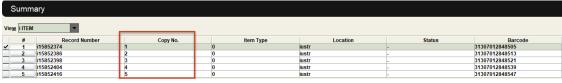
- Delete the default data that appears in the CAPTION, FIRST VOLUME, and LAST VOLUME data fields.
- Add location and the number of copies
- Leave automatically selected Increment Copy Number check box checked, if you want Sierra to assign each successive item record a COPY # value one greater than the COPY # of the previous item record.
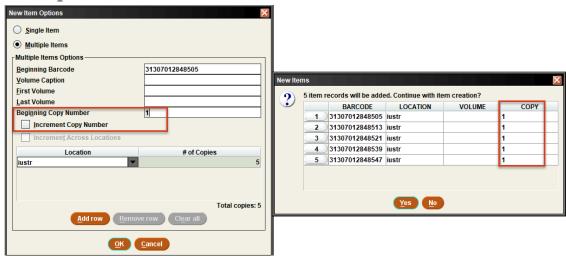
The copy number is incremented:

- Uncheck the Increment Copy Number check box to assign each new item a COPY # value of '1'

Click "Save all" in the summary, all items will have 1 for the copy number.

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