



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.

The screenshot shows the 'Settings' window with the 'New Records' tab selected. The 'Options For New Item Records' section is expanded, and the 'Prompt for Multiple Items' checkbox is checked and highlighted with a red box. Other options include 'Show Selection List', 'When creating a program record, automatically prompt for section record?', and 'Set login default to NOT print labels when creating Multiple Items'.

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.

Training

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.

New Item Options

☐ Single Item
☒ Multiple Items

Multiple Items Options

Beginning Barcode: 31307012945020
Volume Caption: vol.
First Volume: 1
Last Volume: 7
Beginning Copy Number: 1

☒ Increment Copy Number
☒ Increment Across Locations

Location	# of Copies
iustr Innovative University Study Room	1
iu3 Innovative University Durant Coll...	1

Total copies: 2

- Click OK.

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

Training

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.

Training

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	lustr 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	lustr	-	31307012945020		vol.1
✓ 2	New ITEM	1	0	lustr	-	31307012945038		vol.2
✓ 3	New ITEM	1	0	lustr	-	31307012945046		vol.3
✓ 4	New ITEM	1	0	lustr	-	31307012945053		vol.4
✓ 5	New ITEM	1	0	lustr	-	31307012945061		vol.5
✓ 6	New ITEM	1	0	lustr	-	31307012945079		vol.6
✓ 7	New ITEM	1	0	lustr	-	31307012945087		vol.7
✓ 8	New ITEM	2	0	lu3	-	31307012945095		vol.1
✓ 9	New ITEM	2	0	lu3	-	31307012945103		vol.2
✓ 10	New ITEM	2	0	lu3	-	31307012945111		vol.3
✓ 11	New ITEM	2	0	lu3	-	31307012945129		vol.4
✓ 12	New ITEM	2	0	lu3	-	31307012945137		vol.5
✓ 13	New ITEM	2	0	lu3	-	31307012945145		vol.6
✓ 14	New ITEM	2	0	lu3	-	31307012945152		vol.7

- Click Save All

#	Record Number	Copy No.	Item Type	Location	Status	Barcode	Call No.	Volume
✓ 1	115852180	1	0	lustr	-	31307012945020		vol.1
✓ 2	115852192	1	0	lustr	-	31307012945038		vol.2
✓ 3	115852209	1	0	lustr	-	31307012945046		vol.3
✓ 4	115852210	1	0	lustr	-	31307012945053		vol.4
✓ 5	115852222	1	0	lustr	-	31307012945061		vol.5
✓ 6	115852234	1	0	lustr	-	31307012945079		vol.6
✓ 7	115852246	1	0	lustr	-	31307012945087		vol.7
✓ 8	115852258	2	0	lu3	-	31307012945095		vol.1
✓ 9	115852269	2	0	lu3	-	31307012945103		vol.2
✓ 10	115852271	2	0	lu3	-	31307012945111		vol.3
✓ 11	115852283	2	0	lu3	-	31307012945129		vol.4
✓ 12	115852295	2	0	lu3	-	31307012945137		vol.5
✓ 13	115852301	2	0	lu3	-	31307012945145		vol.6
✓ 14	115852313	2	0	lu3	-	31307012945152		vol.7

All records will have the data added via the template and the new record number

Training

The added data from the first item record is saved to the rest of items

i15852180	Last Updated: 08-07-2020	i15852192	Last Updated: 08-07-2020	i15852209	Last Updated: 08-07-2020 03:09PM	Created: 08-07-2020
Copy No. 1		Copy No. 1		Copy No. 1		
Item Code 1 0		Item Code 1 0		Item Code 1 0		
Item Code 2 -		Item Code 2 -		Item Code 2 -		
Item Type 0 Books		Item Type 0 Books		Item Type 0 Books		
Price \$12.00		Price \$12.00		Price \$12.00		
Checkout Date - - :		Checkout Date - - :		Checkout Date - - :		
Checkout Location 0		Checkout Location 0		Checkout Location 0		
Due Date - -		Due Date - -		Due Date - -		
Patron No. 0		Patron No. 0		Patron No. 0		
Last Patron 0		Last Patron 0		Last Patron 0		
Last Checkin - - :		Last Checkin - - :		Last Checkin - - :		
Barcode 31307012945020		Barcode 31307012945038		Barcode 31307012945046		
Volume vol.1		Volume vol.2		Volume vol.3		

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.

New Item Options

☐ Single Item

☒ Multiple Items

Multiple Items Options

Beginning Barcode 31307012848505

Volume Caption

First Volume

Last Volume

Beginning Copy Number 1

☒ Increment Copy Number

☐ Increment Across Locations

Location iustr # of Copies 5

Total copies: 5

Add row Remove row Clear all

OK Cancel

New Items

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

	BARCODE	LOCATION	VOLUME	COPY
1	31307012848505	iustr		1
2	31307012848513	iustr		2
3	31307012848521	iustr		3
4	31307012848539	iustr		4
5	31307012848547	iustr		5

Yes No

Training

The copy number is incremented:

Summary							
View ITEM							
#	Record Number	Copy No.	Item Type	Location	Status	Barcode	
✓ 1	15852374	1	0	justr	-	31307012848505	
2	15852386	2	0	justr	-	31307012848513	
3	15852398	3	0	justr	-	31307012848521	
4	15852404	4	0	justr	-	31307012848539	
5	15852416	5	0	justr	-	31307012848547	

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

New Item Options

☐ Single Item

☒ Multiple Items

Multiple Items Options

Beginning Barcode: 31307012848505

Volume Caption:

First Volume:

Last Volume:

Beginning Copy Number: 1

☐ Increment Copy Number

☐ Increment Across Locations

Location: justr

of Copies: 5

Total copies: 5

Add row Remove row Clear all

OK Cancel

New Items

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

	BARCODE	LOCATION	VOLUME	COPY
1	31307012848505	justr		1
2	31307012848513	justr		1
3	31307012848521	justr		1
4	31307012848539	justr		1
5	31307012848547	justr		1

Yes No

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

Summary							
View ITEM							
#	Record Number	Copy No.	Item Type	Location	Status	Barcode	
✓ 1	15852374	1	0	justr	-	31307012848505	
2	15852386	1	0	justr	-	31307012848513	
3	15852398	1	0	justr	-	31307012848521	
4	15852404	1	0	justr	-	31307012848539	
5	15852416	1	0	justr	-	31307012848547	

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