



SIERRA CATALOGING

How to Edit an Item Record

To edit Item records in Catalog, you must be assigned permission 124 (Edit item records).

Retrieve the item record to modify.

The fixed-length fields are often referred to as Statistical category fields. The data in these fields display in the Filed Statistics Reports in the Statistics Function, Web Management Reports and Decision Center.

Most of these fields validate against the [Fixed-length Codes file](#) which is defined by the library.

Item records in addition to the system defined fixed-length fields have two specific fixed-length fields, ICode1 (Item code1) and ICode2 (Item code2), so the libraries can use to collect special data. ICode1 is the only fixed-length field that the code is used in Sierra, but the code label is not. i.e., the codes are added to the item records in Sierra but, the library needs to maintain a ledger of the code labels outside Sierra to know the meaning of each code.

Review all [Fixed-Length Fields in Item Records](#).

Edit Fixed-Length Fields

To change a fixed-length field, type in the value or double click in the box. The list will sort either by the code or the code label depending on your starting click. The values in each field are defined and maintained by the library.

The labels for all fixed-length fields can be changed to reflect the data being collected. Double click on the code to select the value:

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The 'Select' dialog box displays a grid of item types with their corresponding codes. The 'Books' option (code 0) is highlighted. The 'Edit Data' dialog box on the left shows the 'Item Type' field set to '0 Books'.

Code	Item Type	Code	Item Type	Code	Item Type
0	Books	1	Books, Large Print	3	Books, Reference
5	Cookbooks	8	Periodicals, Unbound	9	Periodicals, Bound
14	Video	15	DVD	16	CD, Spoken
17	CD, Music	18	Cassette, spoken	19	Cassette, Music
20	Computer Multimedia	21	Kit	24	Music Scores
29	Microfilm	30	Microfiche	36	Computers
37	Network Cards	38	Electronic Resources	43	Meeting Rooms
44	Equipment	45	DVD Player	46	Projector
49	Interlibrary Loan	54	2 hr Reserve	55	4 hr Reserve
56	1 day Reserve	57	2 day Reserve	100	Deposit coll test (org itype)
101	Deposit coll test (new itype)	195	Deposit Collections	200	INN-Reach Book

Double click on the code label to select the value:

The 'Select' dialog box displays a grid of item types with their corresponding codes. The 'Books' option (code 0) is highlighted. The 'Edit Data' dialog box on the left shows the 'Item Type' field set to '0 Books'.

Code	Item Type	Code	Item Type	Code	Item Type
1 day Reserve	56	2 day Reserve	57	2 hr Reserve	54
4 hr Reserve	55	Books	0	Books, Large Print	1
Books, Reference	3	Cassette, Music	19	Cassette, spoken	18
CD, Music	17	CD, Spoken	16	Computer Multimedia	20
Computers	36	Cookbooks	5	Deposit coll test (new itype)	101
Deposit coll test (org itype)	100	Deposit Collections	195	DVD	15
DVD Player	45	Electronic Resources	38	Equipment	44
Home Pickup material	300	INN-Reach Book	200	INN-Reach Media	203
INN-Reach Non-Circ	207	INN-Reach test	210	Interlibrary Loan	49
Kit	21	Meeting Rooms	43	Microfiche	30
Microfilm	29	Music Scores	24	Network Cards	37

There are two sets of fixed-length fields in the item records. The editable fields and the fields that Sierra automatically inserts data.

The editable fields:

The item record form displays various fields. Red boxes highlight the following fields: Copy No., Item Code 1, Price, Status, Item Message, OPAC Message, Last Checkin, and Location.

Field	Value	Field	Value	Field	Value
Copy No.	1	Inventory Date	--	Loanrule	0
Item Code 1	0	Checkin Location	0	Status	AVAILABLE
Item Code 2	--	No. of Renewals	0	Internal Use	0
Item Type	0 Books	No. of Overdues	0	Copy Use	0
Price	\$0.00	Overdue Date	--	Item Message	NO MESSAGE
Checkout Date	--	Item Use 3	0	OPAC Message	--
Checkout Location	0	Recall Date	--	Year-to-Date Circ	0
Due Date	--	Total Checkouts	0	Last Year Circ	0
Patron No.	0	Total Renewals	0	Item Agency	0 Undefined
Last Patron	0	Last Checkout Date	--	Holdings Item Tag	6 876 BASIC BIB. UNIT
Last Checkin	--	Location	xlb Training Stacks	Inherit Location	n

Copy NO., Item Code1, Eprice: the data is inputted, and they are not linked to a predefined table.

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Item Type: types of items to determine different circulation periods.

Location: item shelf location.

Status: item status.

Item Message: a code corresponding to a library-defined item message.

OPAC Message: the library defines the messages in the fixed-length code file and the definition will display in the OPAC.

Sierra automatically inserts data in the grayed-out fields. These data are used in the Web Management Reports, Statistics and Decision Center.

Year to Date Circ: the number of times the item has circulated until it is manually copied to the **Last Year Circ Filed**.

Inherent Location: the item record should refer to the location of the parent record, if no location is specified for the item record.

Fixed-length fields specific to other products:

Inventory date: Inventory Control Product

Item Agency: Consortia Management Product

Holdings Item Tag: Monographic Holding Product

Edit Variable Length Fields

To edit a variable length-field type in the field, right click or click Edit from the menu bar and select or use the following keyboard shortcuts:

- “Ctrl e” or type changes in the field
- “Ctrl j” to paste field
- “Ctrl o” to copy field
- “Ctrl i” to insert field or hit enter and type in MARC tag. Sierra recognizes the correct Field Group Tag for each MARC filed.
- “Ctrl d” to delete field

The screenshot displays the 'Record' form in Sierra. At the top, it indicates 'Not checked out' and provides record details: '11574825x', 'Last Updated: 08-12-2020 07:14AM', 'Created: 09-17-2004 11:44AM', and 'Revisions: 3'. Below this, there are several input fields for item information, including 'Copy No.' (1), 'Item Code 1' (0), 'Item Code 2' (-), 'Item Type' (0 Books), 'Price' (\$0.00), 'Checkout Date' (- - :), 'Checkout Location' (0), 'Inventory Date' (- -), 'Checkin Location' (0), 'No. of Renewals' (0), 'No. of Overdues' (0), 'Overdue Date' (- -), 'Item Use 3' (0), and 'Recall Date' (- -). A dropdown menu is open, showing options to 'Insert a non-MARC field' with a list of tags: 'b Barcode', 'c Call No.', 'v Volume', 'm Message', 'x Internal Note', 'y URL', 'r Reserves Note', 'a Item Field', and 'i Owning Location'. The 'b Barcode' option is selected. The background shows a list of records with columns for 'Record', 'Location', and 'Training Success'.

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The “m Message” variable length field is a pop-up field.

Copy No.	1	Inventory Date	- -
Item Code 1	0	Checkin Location	0
Item Code 2	-	No. of Renewals	0
Item Type	0 Books	No. of Overdues	0
Price	\$12.95	Overdue Date	- -
Checkout Date	- - :	Item Use 3	0
Checkout Location	0	Recall Date	- -
Due Date	- -	Total Checkouts	4
Patron No.	0	Total Renewals	0
Last Patron	0	Last Checkout Date	- - -

Insert a non-MARC field

m Message

Check for CDs.

OKCancel

Barcode

31298002021734

The message pops up when the item is checked out or checked in.

Check Out

Barcode

Message

!

Check for CDs.

OK

Message

?

Check for CDs.
Checkin item?

YesNoPrint This Message

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