



Introduction: 4 options are available when processing new material. Instructions detailed below are for option 1 & 2

1- Add Item: use option when the exact item is in the ASD PAC.

2 -Add OTF when an item needs to be checked out and circulate immediately, and then follow through with sending First Search to LR_Process@asdk12.org. NOTE: In 1st Search, tell LR you have an OTF

3 – Send First Search to LR_Process@asdk12.org, Item can circulate after Library Resources sends back confirmation; item has MARC record.

4 – No information on material can be found in First Search or any other source, complete original MARC forms, there are 3 forms, *Original Book-English, Foreign Language, Audio Visual formats*, forms available on:

http://www.asdk12.org/depts/library_resources/help/index.asp

Option 1 – Add Item

Staff Services tab

1. Search Titles & Items under Staff Services tab to find record. Searching by title or ISBN is recommended. Use the drop down choice to select ISBN.
 - a. **Note:** “Smart” will not find ISBNs.



2. If the Title Search window does not display the title, then Uncheck Home Location Only box, search will be expanded to ALL ASD holdings.

Title Search

twilight Smart Search

Home Location Only

46 Titles Found

Title	Author	Format	Pub. Date	Collection
Crepusculo : un amor peligroso	Meyer, Stephenie, 1973-	Book	2007	MRFC
Jing, king of bandits 7	Kumakura, Yuichi.	Book	2007	HSGRNV
The monsters are due on Maple Street	Kneece, Mark	Book	2009	NBGRNV
Rod Serling's Twilight zone	Gibson, Walter Brown, 1897-	Book	1983	CNSC
The servants of twilight	Koontz, Dean R. (Dean Ray),	Book	1990	CGFC
Star wars : twilight	Ostrander, John	Book	2000	GRGRNV
Twilight	Huth, Holly Young	Book	2000	MULTI
Twilight	Cabot, Meg	Book	2004	MULTI
Twilight	Meyer, Stephenie, 1973-	Book	2005	MULTI
Twilight	Cabot, Meg	Book	2006	MULTI
Twilight	Hunter, Erin	Book	2007	MULTI
Twilight	Meyer, Stephenie, 1973-	Book	2006	MULTI
Twilight	Meyer, Stephenie, 1973-	Book	2008	MULTI
Twilight	Hunter, Erin	Book	2006	MULTI

Select Add New Title

3. When the exact record is found, click on the title to open the Title Information window
 - a. The title will appear multiple times if title has a 10 digit and 13 digit ISBN.

Title Search

twilight Smart Search

Home Location Only

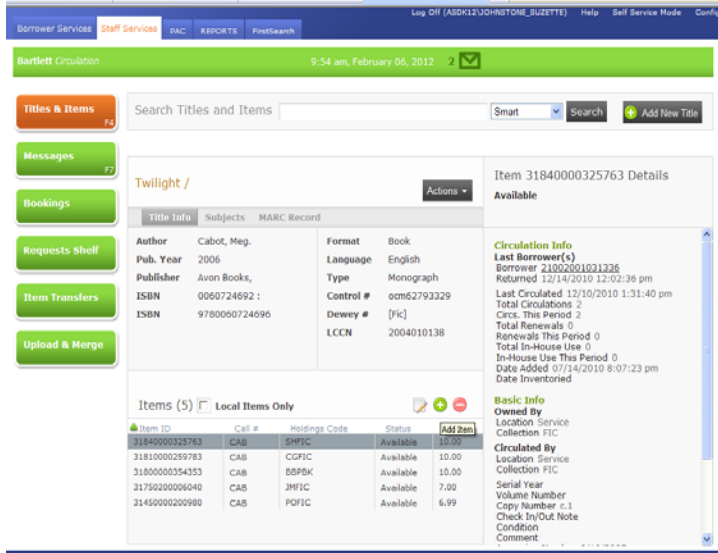
12 Titles Found

Title	Author	Format	Pub. Date	Collection
Twilight	Cabot, Meg	Book	2004	BBFIC
Twilight	Meyer, Stephenie, 1973-	Book	2005	BBFIC
Twilight	Cabot, Meg	Book	2006	BBPBK
Twilight	Meyer, Stephenie, 1973-	Book	2006	BBFIC
Twilight : the complete illustrated movie companion	Vaz, Mark Cotta	Book	2008	BBNF
Twilight : the graphic novel, Volume 1	Meyer, Stephenie, 1973-	Book	2010	BBGRNV
Twilight [sound recording]	Meyer, Stephenie, 1973-	Sound, non-music	2005	BBAUDB
Twilight [videorecording]	Twilight (Motion picture : 2008). Spanish &	Projected	2009	BBVCOL
Twilight in Forks [videorecording] : the saga of the		Projected	2010	BBVCOL
Twilight of the Sioux	Neihardt, John Gneisenau, 1881-1973	Book	1971	BBNF
The twilight zone : the midnight sun	Kneece, Mark	Book	2009	BBNF
The twilight zone : the odyssey of flight 33	Kneece, Mark	Book	2009	BBNF

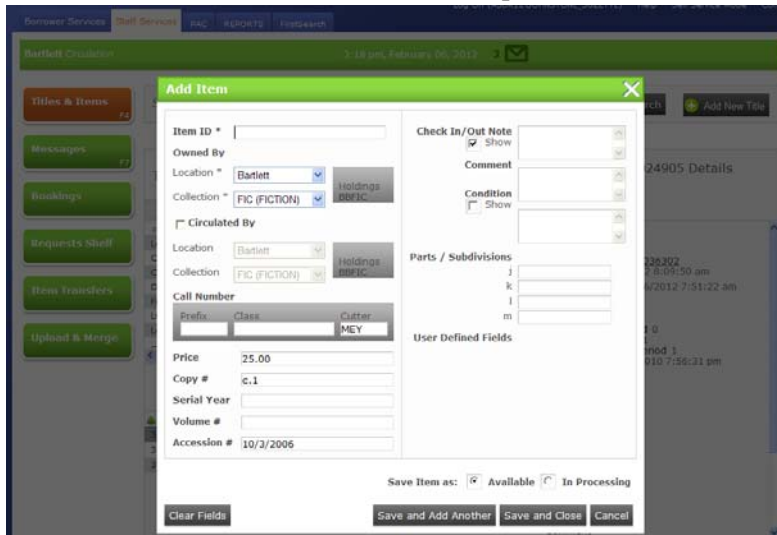
Select Add New Title



4. Title information window opens,
 - a. If you own the item – check the box, Local Items Only
 - b. If you don't own the item – select a barcode that is just like what you do own



5. Add item window opens; Select your location for “Owned By.” 2-8-2012 “Circulated By” The Circulated by will default to the owning library after Save is selected
6. All data fields populate, enter barcode
7. All fields can be edited, as well
8. Select: Save Item as – Available is default. Process all material as “Available”
9. 2 options:
 - a. Save and add Another (process another item just alike)
 - b. Save and close (Done, or process a different title or formant)



Note: Clear fields will remove all data and let you enter new information

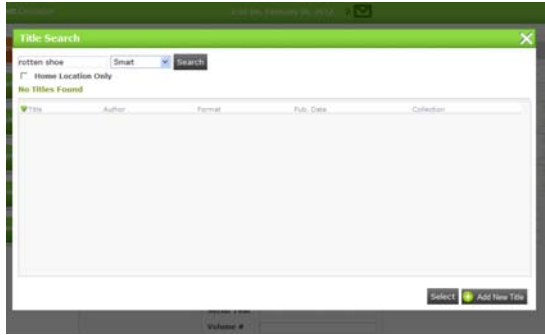


Library Resources Process material – Add item or OTF



Introduction: Add New OTF. Use option when the exact item is **Not** in the ASD PAC Staff Services tab

1. Create OTF when item NOT in ASD: double check: Home Location Only is not selected



2. Click “Add New Title”

Note: Review First Search instructions, Link: PLEASE NOTE in 1st Search you have an OTF
http://www.asdk12.org/depts/library_resources/help/e_FirstSearch.asp

3. Enter information: Mandatory

- Title
- Format: Make best decision. *Additional info, link:*
http://www.asdk12.org/depts/library_resources/help/callnumber_placement.asp
- ISBN (very important to have ISBN)
- Item ID (barcode)
- Collection - Select ONLY the code from approved list:
http://www.asdk12.org/depts/library_resources/help/collection_tlc_holdingscode.asp
- Call number: From First Search or leave blank
- PLEASE NOTE in 1st Search you have an OTF





Library Resources will add to Title record: if applicable

- Author
- Publisher
- Pub. Year
- ISSN
- LCCN
- UPC:

Optional:

- Price: No \$ sign (Ann Morgester is resource if you have questions on price)
- Copy: Format: c. - then number, example c.01 – 09 then c.10, v.11 etc. This option is not TLC standard; user must keep track of numbering.
- Serial year (enter a serial year (volume descriptor). For example, "1997" for the annual volume of the World Almanac.)
- Volume: Format v. then number, example v.01 – 09 then v.10, v.11 etc. . . .
- Accession # (Accession number or any other type of number used to distinguish one item from another, in addition to the unique barcode number.)
- Check In / Out Note (Add a note that can optionally be displayed at check in or check out.)
- Comment (private)
- Condition (Optional note about the item's physical condition. Select the Show check box to have Condition display as part of the Check In / Check Out Note.)
- Parts / subdivisions (Type part number, number, supplement, or any other appropriate piece descriptors.)

Note: Uniform / consistent data entry is crucial, additional training will cover all options. If you are not positive, leave options blank.

4. Click button at the bottom “Save and Check In OTF”
5. Item is available for immediate check out.

