

WYLD TECHNOTES: JavaClient / Cataloging / 2009

Add a Brief Title in Circulation

Instructions for creating an “OnTheFly” record for the circulation of uncataloged materials.

The Add Brief Title wizard is located under the Items group of wizards in the Circulation Toolbar.



1. Right click on this wizard to set properties.
2. Set default values on the Defaults tab.

Format: ONTHEFLY

Use entries: SELECTED ENTRIES One option from the drop downmenu. If this option is chosen, specific tags can be entered in the datawell directly below.

The options shown below are for ISBN (020), Author (100), Title (245).

Type: Item type ONTHEFLY

Library: Your library's code

Home location: CATALOGING

****Note:** Format, Type, and Home location can all be used in reports to find these specific materials.

Add Brief Title : Set Properties
 Display property page: Wizard Startup Never

Behavior Defaults

Format: ONTHEFLY
 Use entries: SELECTED ENTRIES
 020,100,245

Shadow title
 Permanent
 Circulate

Type: ONTHEFLY
 Library: WYLD
 Home location: CATALOGING

Optional Fields
 Item cat1:
 Item cat2:

OK Cancel

3. Set default values on the Behavior tab as shown below.

Add Brief Title : Set Properties
 Display property page: Wizard Startup Never

Behavior Defaults

Auto-generate item ID when adding item
 ISXN warnings must be acknowledged

Modify

Call number
 Library
 Item type
 Home location
 Item ID
 Item category 1
 Item category 2

At end of wizard

Show checked buttons Perform selected action

Show Perform

Add Another Brief Title Add Another Brief Title
 Make More Changes Close
 Close

OK Cancel

****Note:** The “ISXN warnings” setting enables the system to alert you if an invalid ISBN or ISSN has been entered.

Although this is a worthwhile feature to have on permanent records, determine for yourself if you wish to have this feature activated in this wizard for the creation of temporary records.

Click the OK button when finished setting properties.

****Note:** It is important to change the default title (245 tag) to the title for the item being checked out. It is difficult to verify a user has an item checked out if no valid title is provided.

A valid call number and item ID should be entered if that information is available.

4. Click on Add Brief Title wizard to create an ONTHEFLY record.
- A template will display with the values set in the properties settings.
5. Enter information for the prompts selected.

6. Click on Add Brief Title button to save changes and display the Complete window.
7. Click Close button in Complete window when finished.