

Edit Item

🧏 Edit Item

The Edit Items wizard is used to select and modify individual items of a library's title.

- 1. Click the Item Maintenance Wizard Group.
- 2. *Click* on Edit Item Wizard.

Item Search screen displays.

NOTE: The title you select must have an attached copy to use the Edit Item wizard.

3. Search for item or title of the item

you want to edit. If a current record exists for the item, <i>click</i> the Current	click	Search for: Index: Library:	Title ALL Rowling, J. K Harry Potter and the Order of the Phoenix FIC ROW ID:32612150000432 Ctrl#:197803293346	Search Type: Keyword Browse Exact
information link to		Current:	Rowling, J. K Harry Potter and the Order of the Phoenix FIC ROW ID:32612150000432 Ctrl#:197803293346	⊖ Exact
access the last				
record displayed,				
modified, or added	d.			

The Edit Item screen displays

NOTE: If your search finds results, a list of matching records displays in the hit list area. The selected title(s) will display in the lower portion of the window with two tabs, Description and Call Number/Item.

 Select the title containing the item you want to edit. Click Modify.

Search for	harry potter			*	Search
Index: Title					Туре:
.ibrary:	ALL			*	⊙ Keyw
Current:	Rowling, J. K Harry Potter a	nd the Order of the Phoeni	x FIC ROW ID:326121500004	32 Ctrl#:i97803293346	O Brows
	-				⊖ Exact
KEYWORD	Title harry potter, ALL: 11 record	ds			
Title		Author	Pub. Info.	Phys. Desc.	Pub. Ye
	e book! [videorecording] : a k		Wheeling, IL : Film Ideas, In.		
	r and the chamber of secrets	Rowling, J. K.	New York : A.A. Levine Boo.		1998
	r and the Chamber of Secrets	Rowling, J. K.	New York : Levine, 1999	341 p.	1999
	r and the deathly hallows	Rowling, J. K.	New York : A.A. Levine, 2007		2007
	r and the goblet of fire	Rowling, J. K.	New York : Arthur A. Levine		2000
Harry Potte	r and the goblet of fire	Rowling, J. K.	New York : Scholastic, [2002		2002
	r and the half-blood prince	Rowling, J. K.	New York : Arthur A. Levine,		2005
	r and the Order of the Phoenix	Rowling, J. K.	New York : Scholastic, 2003.	vi 970 n · ill · 24 cm	2003
Harry Potte	r and the prisoner of Azkaban	Rowling, J. K.	New York : Scholastic Inc., [2001
Harry Potte Harry Potte		Rowling, J. K. Rowling, J. K.		435 p. : ill. ; 20 cm. 309 p.	2001 1998 2008
Harry Potte Harry Potte J.K. Rowlin Description key 03-0113 Date/time si Fixed field Fixed field Cataloging Title <u>All abo</u> Publication Physical de Series Title	r and the prisoner of Azkaban r and the Sorcerer's Stone g : banned, challenged, and c Call Number/Item 647 tamp 20061116113632.0 data 0610312005 liu021 source OWNOI ut the book! [videorecording] : info Wheeling, IL : Film Ideas, In scrip 1 videocassette (21 min.) : (All about the book)	Rowling, J. K. Rowling, J. K. MacDonald, Joan Vos. vleng d <u>a kid's video guide toHan</u> re. 2005. sd., col. ; 1/2 in.	New York : Scholastic Inc., [. New York : Levine, 1998	435 p. ; ill. ; 20 cm. 309 p. . 160 p. : col. ill. ; 25 cm.	1998 2008

Edit Item screen displays.



5. Select the copy you wish to edit.

6. Add or modify the	Harry Potter and the Order of the Phoenix / Rowling, J. K.					
fields in the Item	Control Bibliographic Call Number/Iten					
information and Extended Information areas as	■ 計 Harry Potter and the Order of th ● 攝 FIC ROW RC 950 - DLFN - 側 32612001711700 - 1 - FICTI- ● 攝 FIC ROW - DLMS - 側 32612050040173 - 1 - FICTI- - 側 326120500402207 - 2 - FICTI- - 側 32612050028368 - 3 - FICTI-	-Call number informati Call number: Call library: Shadow call number	FIC ROW DLHS	Class scheme:	ATDEWEYLOC	
needed.	5 ♣ FIC ROW - DLHS	Item information Item ID: Type:	32612150000432	Copy number: Item library:	β DLHS v	
	19946-3002 - 2 - NONFICTIC	Shelf location: Material type:	AVAILABLE 6	Current status: Funding source:	AVAILABLE	
	Date created: 6/23/2008 Date last charged: Never Date due: none Last discharged: Never Date inventoried: Never	Media desk: Total checkouts:	· · · · · ·	Number of pieces: Price:	\$20.00	
	Times inventoried: Never Previous user ID: Last activity: Never In-house uses: 0	✓ Permanent: □ Shadow item		✓ Circulate:		
		Extended information Tag Cor CIRCNOTE PUBLIC STAFF	ntents			

Item ID – if changing the item's barcode number, you can scan a dumb barcode, type a 13 digit barcode, or type the barcode shortcut (significant digits with an X).

Type: Use the Drop Down menu to select the item group.

Shelf Location: Leave to default – Available

Material Type: Use the Drop Down menu to select the material type (this is the icon that will display in the online catalog).

Media Desk – leave blank

Total Checkouts – leave blank – the system generates this number.

Copy Number – system generated – do not change.

Item Library – your library should be there. If a different library appears, you have selected the wrong call number. Click Delete and go back to Step 5.

Funding Source – optional

Number of pieces - indicates the number of pieces associated with a particular copy. If a value of two or more is entered in the number of pieces field, the Circulation wizards will require an override code to check out and check in the item to remind the library staff to check for number of pieces associated with this item.



Price - Enter Price

Permanent – leave checked Circulate – leave checked Shadow item – check if you do not want the item to appear in the online catalog.

Extended Information

Circ Note – appears when the item is checked in and checked out. Use for comments such as 10 copies in set, CD at desk, etc.

Public – enter any comments you want to appear in the online catalog such as Donated by the Smith Family.

Staff – enter any comments you want to appear only in Workflows such as PO # 1234.

7. *Click* Save to save changes.

	8
Return to Search	Save Close

8. **Select** from options:

Return to Search – sends you back to search screen – no changes made. Save – saves your changes. Close – closes the Add Item wizard.

Note: For more detailed information or specific questions, use HELP wizard.