

Item Maintenance Introduction

Title

A "title" represents a MARC or bibliographic record in the catalog.

Call Number

In Sirsi K12, a call number is created for each school that owns a copy of the title. The call number includes the school and the call number that will be used for all copies added to this call number.

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An item is the actual bar-coded item. All copies of a school's title that have the SAME CALL NUMBER will be added to the same call number.

If an ADDITIONAL COPY IS ADDED WITH A DIFFERENT CALL NUMBER (ex: using PB as prefix), a new call number must be added for that school and call number.

EXAMPLE: Harry Potter and the sorcerer's stone – 1 bibliographic record
LMHS has 1 copy hardback and 2 copies paperback.
LMFM has 1 copy hardback.
LMIN has 1 copy hardback.
LMLB has 1 copy accelerated reader hardback.
LMSO has 1 copy hardback.

2 call number records for LMHS (PB FIC ROW) 2 copies (FIC ROW)	1 copy
1 call number record for LMFM hardback (F ROW)	
1 call number record for LMIN hardback (FIC ROW)	
1 call number record for LMLB accelerated reader (AR FIC ROW)	
1 call number record for LMSO hardback (FIC ROW)	1 copy

	Add Item
Sample Screen for Add Item.	
	Harry Potter and the sorcerer's stone / Rowling, J. K.
 Call Number/Item Tab Title 	Control Bibliographic Call Number/Iten Bound-with
 Call Numbers at LMHS Copies at LMHS 	2 Rowling, J. K. Harry Potter and the sorcerer's stone
5. Call Number at LMLB	316269631254 - 1 - FICTION - AVAILABLE
	31633125445698 - 1 - FICTION - CHECKEDOUT 316268527417 - 2 - FICTION - CHECKEDOUT
To Add Item to existing Call Number:	□ 🏨 F ROW - LMFM
 <i>Click</i> on Call Number (highlight). <i>Click</i> on Add Item button. 	□ I FIC ROW - LMIN 326200 4512202 2 - 1 - FICTION - INTRANSIT
	(5) AR FIC ROW (LMLB)
8. <i>Click</i> Save button when finished.	
	□ I FIC ROW - LMSO IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
	Search Save Add Item Relete Close

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

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