

CEFLS Horizon Procedures Step By Step –Fast-Adds

A book or other item in your collection isn't in the system. What should you do? Catalog it, of course. What if...you need to check it out to a patron who is waiting? Or it's an ILL item from another region? Do a fast-add.

If no patrons are waiting, but the item needs a MARC record and you know it will be popular so you'd like to put it out for circulation before hearing back from CEF? You can handle this with the fast-add process as well. We recommend that you also let us know that you need the MARC record on a RUSH basis.

This is the process:

1. When a patron brings a book to the circulation desk, you can't find a barcode or the barcode won't scan.
2. Place a dumb barcode on the item (or on a card or slip if it's not your item). Scan the barcode.
3. A message appears, saying "Item not found/Fast Add – You may create a 'Fast-Add' etc."
4. Click on the "Bib & Item" button.
5. Enter a title.
6. Enter **FABI** in the collection. (For ILL items, use **ILLFAB**) **This is the most important step, and insures that the temporary record will be completely deleted on checkin.**
7. Scan the barcode you used in step 2 above to enter it in the barcode blank.
8. Enter an item type (such as f, nf, v, ac) that is appropriate to the item. For ILL items, use ill.
9. Click OK.
10. The item is checked out to the patron.
11. When the item returns and is checked in, the bib and its item record are deleted, and a message appears on screen. Put the book aside to complete its cataloging, send it back to the ILL lender, or you can check it out again with a new fast-add.