

## ADDING ITEMS

From the menu on the left of the screen

Select New Search (or press F2)

Do an ISBN search by scanning the ISBN, OR

Do a title browse search by entering a portion of the title, OR

Do an author browse search, using an author's last name followed by first name.

If there's a list of titles to choose from, select a title, and make sure it matches your item by clicking on "Show Detail"

Once you've found a matching title,

Click on the Send to icon on the toolbar at the top of the screen (it's a piece of paper with a right-pointing arrow)

Your choices will be:

Checkin

Copy/Item list

Select Copy/Item List and click OK

At the window displaying the individual copy or copies, select New

This is your item workform.

1<sup>st</sup> field: Barcode number

Normally you would scan a barcode, but for practice, type in a number and write it down or remember it for future use

Item type is a required field

Select the appropriate choice and click OK

Location is a required field

Select the appropriate choice and click OK

Collection is a required field

Select the appropriate choice and click OK

Tab or use your mouse to get to Call Number and enter a call number if you like

Enter a Price for what you charge to replace an item if it is lost. This is what Horizon will automatically charge the patron's record if an item is reported lost

Item status remains t until the item is checked in

Once you click Save and Close (be sure to click Save first) the window will disappear and your item should appear in the window now being displayed.

Check in the item to take it out of "t" (in cataloging) status.