USING THE ADD BRIEF TITLE WIZARD FOR IMMEDIATE CHECKOUT

Guidelines

- Use this procedure only when the item must be circulated NOW or when adding multiple copies that you do NOT desire to keep past the end of the current school year.
  - If possible, please add the item according to the Procedures Adding an Item in Sirsi, Choosing the Correct Bib Record
- This procedure is not to be used for Equipment
- All items added with this procedure will remain in the catalog throughout the current school year
- These items will be visible in the OPAC
- These items will be requestable through ILL

Procedure

1. When you receive the Item Not Found error at Checkout

   a. If possible, please follow the Adding an Item to Sirsi, Choosing the Correct Bib Record Procedures
      a. If the item must be circulated NOW, continue
   b. Select the Add Brief Title Wizard in the Copies Group of the TechToolBar
2. The *Add Brief Title* Wizard will open

<table>
<thead>
<tr>
<th><strong>REQUIRED FIELD</strong></th>
<th>X(880112:1) ID:880112-1001</th>
</tr>
</thead>
</table>

**Title Info**

<table>
<thead>
<tr>
<th>Personal Author:</th>
<th>100</th>
<th>1</th>
<th>Amazing Librarian Society</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>245</td>
<td>1</td>
<td>Librarian’s rule the world</td>
</tr>
</tbody>
</table>

**Call Number and Copy Info**

<table>
<thead>
<tr>
<th>New Call Number:</th>
<th>F.AMA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Scheme:</td>
<td>DEWEY</td>
</tr>
<tr>
<td>Library:</td>
<td>LASLOMAS</td>
</tr>
<tr>
<td>Copy Profile:</td>
<td>BOOK</td>
</tr>
<tr>
<td>Shelf Location:</td>
<td>STACKS</td>
</tr>
<tr>
<td>Item ID:</td>
<td>1234567891012</td>
</tr>
<tr>
<td>Material Type:</td>
<td>PRINT</td>
</tr>
<tr>
<td>Fund Source:</td>
<td>TEMP_BOOK</td>
</tr>
</tbody>
</table>

- a. Insert Author’s Name in *Personal Author* field
- b. Replace **Required Field** with the book’s Title
- c. Enter appropriate Call Number
- d. Change *Home location* to appropriate Genre location if necessary
- e. Scan the item’s Barcode into *Item ID* field
  1. Scan the Barcode *LAST!*
- f. Click *Add Brief Title* if your Scanner is not set for a hard return

This item has been temporarily added to the Catalog. The item will not be deleted by the report that deletes discharged magazines.

In June, you will receive a report of any items added using the *Add Brief Title* Wizard. All items not sent to Library Processing will be deleted.
To Add Multiple Copies of the same title:

3. Open **Item Maintenance Wizard**
   a. Right Click and select Properties

4. Set desired Home (Shelf) Location and Price
5. Click Ok and open wizard
6. Search by Item Barcode of previously added item or click link

7. Select Call Number/Item Tab

8. Item searched for should be highlighted.
9. Click Add Item at bottom of page

10. Scan in barcode of next item to Add

11. If scanner is not set for a hard return, click save.
12. Add as many items as needed.