




Adding Items in CARL

Items can be created in both CARL-X and CARL Connect. CARL-X contains our customized spine labels.

Adding Items in CARL-X

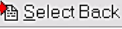



1. Start in Item Maintenance > Item Information or enter <F6>.
2. Select the appropriate Search Key from the dropdown menu and enter your Terms in the search box. Click the binoculars or click <Enter>.
 - a. *CARL BID* is the bibliographic number.
 - b. *ISBN* will only search for books.
 - c. *Matcher* can be used for searching by book ISBNs and UPCs found on videos and CDs.
 - d. *Title Browse* shows results for titles starting with your search terms.
 - e. *Title Word* searches for keywords in a title, alternate title, or table of contents field.
 - f. *Item Number* is the item's barcode number.

Search

Key: Title Browse Term(s):   Searcher  Back

3. If more than one result is found, a results list window will appear. Highlight your item and click "Select Back" or double-click.
 - a. The bottom half of the screen includes tabs for MARC, Full Record (which is MARC without the code), and Items, which shows which other libraries have this title.

OWLSnet Libraries: title browse on '1q84'

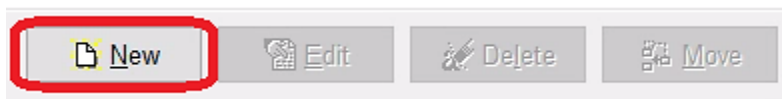
   

Title	Author	Call Number	Date	Format Terms	BID
1Q84 /	Murakami, Haruki, 1949-		2011	Book	293656
1Q84. English	Murakami, Haruki, 1949-		2013	Book	521246
1Q84 - Buch 1 & 2 [electronic resource] /	Murakami, Haruki		2014	eAudioBook	647354
1Q84. English	Murakami, Haruki, 1949-		2011	eBook	311583
1Q84 [sound recording] /	Murakami, Haruki, 1949-		2011	Audiobook on	311650
1s and 0s	Young Guns (Musical gro		2015	Music CD	462297
1s and 2s	Jocelyn, Marthe.		2011	Book	293764
1st 10 years	Old Iditarod Gang.		2014	Book	438595

Full Record **Items** MARC

Author(s) : [Murakami, Haruki, 1949-](#)
Title(s) : 1Q84 / Haruki Murakami ; [translated from the Japanese by Jay Rubin and Philip Gabriel].
Other Title(s) : 1Q84. English
Edition : Vintage International edition.
Description : 1157 pages ; 21 cm
Summary : An ode to George Orwell's "1984" told in alternating male and female voices relates the stories of Aomame, an assassin for a secret organization who discovers that she has been transported to an alternate reality, and Tengo, a mathematics lecturer and novice writer.
Subject(s) : [Man-woman relationships](#) Fiction.
: [Man-woman relationships](#)_fast (OCoLC)fst01007080

4. Click "New" along the bottom of the screen to add a new item to this bib.

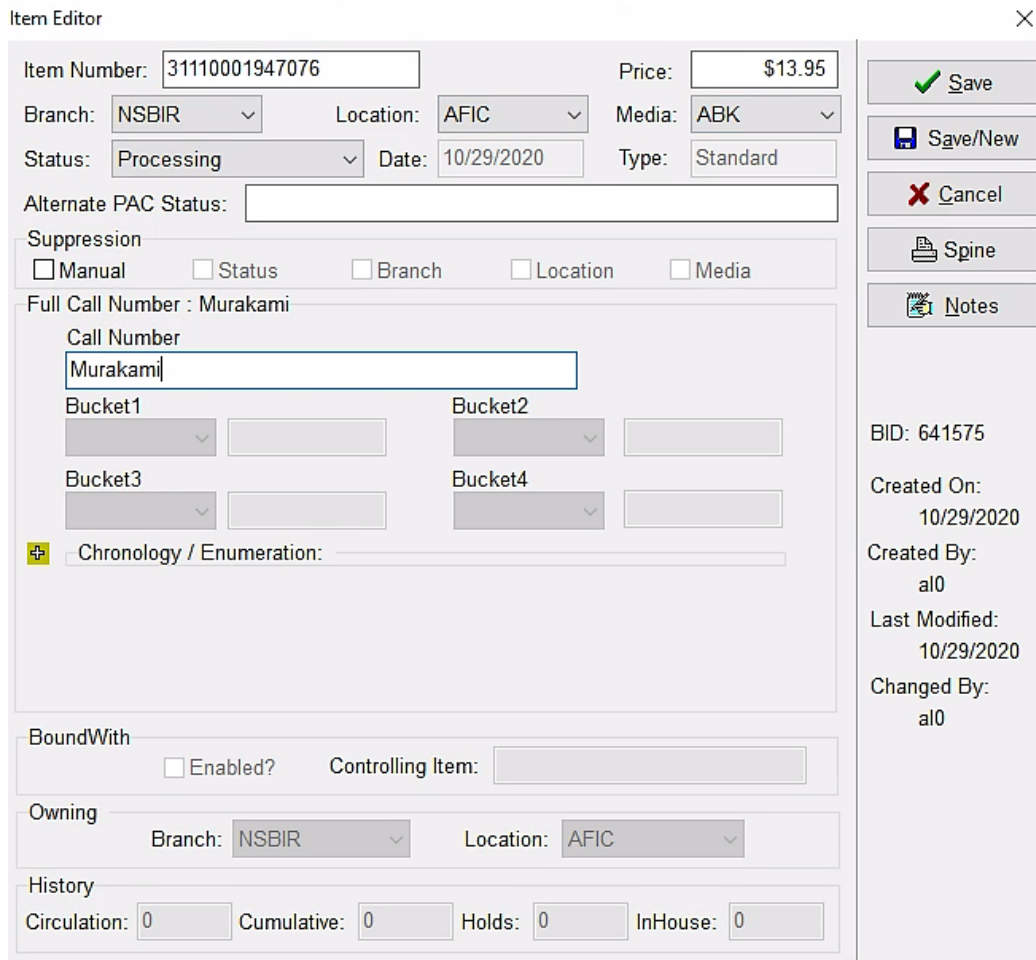


5. Select "Add a new item to this Bib record" and click "OK"



A dialog box titled "New Item" with a close button (X) in the top right corner. The main text reads "Please select one of the following options:". There are two radio button options: "Add a new item to this Bib record" (which is selected) and "Create a temporary record for this item". At the bottom, there are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.

6. Item Editor will display. Enter as much information as necessary. Item number is required.
- a. **Chronology and Enumeration** should be filled out if an item has volumes, such as magazines, or is part of a set, such as a graphic novel. For more, see below.
 - b. **Alternate PAC status** is a free text option that will replace the Status in the above dropdown in InfoSoup.
 - c. **Notes** can be entered by clicking the "Notes" button along the side.



The "Item Editor" form is displayed with a close button (X) in the top right corner. It contains several sections for data entry:

- Item Number:** 31110001947076
- Price:** \$13.95
- Branch:** NSBIR
- Location:** AFIC
- Media:** ABK
- Status:** Processing
- Date:** 10/29/2020
- Type:** Standard
- Alternate PAC Status:** (empty text field)
- Suppression:** Manual, Status, Branch, Location, Media (all unchecked)
- Full Call Number:** Murakami
- Call Number:** Murakami
- Bucket1, Bucket2, Bucket3, Bucket4:** Each has a dropdown menu and an adjacent text input field.
- Chronology / Enumeration:** (empty text field with a plus icon on the left)
- BoundWith:** Enabled? (unchecked), Controlling Item: (empty text field)
- Owning:** Branch: NSBIR, Location: AFIC
- History:** Circulation: 0, Cumulative: 0, Holds: 0, InHouse: 0

On the right side of the form, there is a vertical toolbar with the following buttons: Save (green checkmark), Save/New (floppy disk icon), Cancel (red X), Spine (book icon), and Notes (notepad icon). Below these buttons, the following information is displayed:

- BID: 641575
- Created On: 10/29/2020
- Created By: al0
- Last Modified: 10/29/2020
- Changed By: al0

7. Click "Spine" to print a spine label.
 - a. A new window will pop up with a preview. Click "Print."
8. Click "Save" along the right side.
 - a. "Save New" will save this item and create a new one.

Chronology/Enumeration

Issue-level holds pull directly from this information, so the system-wide process will need to be standardized to achieve successful holds fulfillment. Use chronology and information for magazines, travel guides, graphic novels, and any other parts that are circulated separately.

To add Chronology/Enumeration:

1. Click the yellow arrow next to Chronology/Enumeration in Item Editor (see above).
2. After *Issue Date*, click the three dots to enter a date. Select the type of date most appropriate for the publication. Click "OK."
 - a. Select "Year" if there is not obvious date and enter the publication year.
 - i. Even if your item is a graphic novel, Issue Date must be added.

Select Issue Date

Seasonal
 Month, Day, Year
 Month, Year Year:
 Year

3. Enter descriptors into Enumeration for the issue.
 - a. The first box should be "v" or "n" or "p."
 - b. Enter the volume/number/part number in the second box.
 - c. If the item is broken down more than that, continue with enumeration

Chronology / Enumeration:

Issue Date: ...

Enumeration:

1 v 2 3 4

4. Continue with item creation or click "Save" to save your item.

Adding Items in CARL Connect Staff

1. Log in to CARL Connect Staff and start in Item Information.
2. Enter the BID in the “Enter Unique Bibliographic Identifier” search box or use “Bib Search” to find your bib (see Bib Searching to learn how to search CARL Connect Staff for bibs).
3. When you find your title, click Select Back.



The wind-up bird chronicle (1998)
By Murakami, Haruki

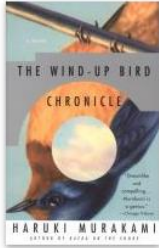
Not Available ([View All Locations](#))

Book

☆☆☆☆☆

[Place Hold](#) [Add To List](#) [Select Back](#)

4. Verify your item matches the bib record. You can view the MARC record by clicking on “MARC Record” on the left side. See “Bib Searching” for help determining whether this bib matches your item.



Book

[Details](#)

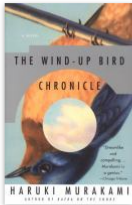
[All Copies](#)

[You Might Also Like](#)

Total Holds: 0

[MARC Record](#)

5. When you are satisfied your item matches, click Select Back.



The wind-up bird chronicle
by Murakami, Haruki
☆☆☆☆☆

[Place Hold](#) [Add To List](#) [Select Back](#)

Summary
The Wind-Up Bird Chronicle is a tour de force--and one of

- Click "Add an Item" along the top of the page.

bid: 474407 bib search

items **add an item**

SCAN OR ENTER AN ITEM ID

item id

- Item Location Information will display. Enter as much information as necessary. Item Number, Branch, Status, Media are required.
 - Chronology and Enumeration** should be filled out If an item has volumes, such as magazines, or is part of a set, such as a graphic novel. For more, see below.
 - Alternate On Shelf Display Status** is a free text option that will replace the Status in the above dropdown in InfoSoup.
 - Notes** can be entered by selecting Note Type from the dropdown menu and either selecting a Predefined Note Option from the dropdown menu or entering a Free Text Note.

THE WIND-UP BIRD CHRONICLE by Haruki Murakami

TITLE: The wind-up bird chronicle / DOWNLOADABLE: no

AUTHOR: Murakami, Haruki, 1949- CALL NUMBER: PUBLICATION DATE: 1998

Location information

SCAN OR ENTER AN ITEM #: 3111000620083 ITEM CALL NUMBER: Murakami LOCATION: Adult New Readers BRANCH: Appleton Public Library

STATUS: On Shelf ALTERNATE ON SHELF DISPLAY STATUS:

OWNING LOCATION: Adult New Readers OWNING BRANCH: Appleton Public Library

Description

MEDIA: Book - Adult PRICE: 24.99 SUPPRESSION: manual

NOTE TYPE: standard PREDEFINED NOTE OPTIONS: - please select - FREE TEXT NOTE: enter note here

- Click Save Item at the bottom of the window.

Chronology/Enumeration

Issue-level holds pull directly from this information, so the system-wide process will need to be standardized to achieve successful holds fulfillment. Use chronology and information for magazines, travel guides, graphic novels, and any other parts that are circulated separately.

To add Chronology/Enumeration:

- Navigate to the Chronology and Enumeration section following Location Information.
- From the Issue Date Format dropdown menu, select the type of date most appropriate for the publication.
 - If there is not an obvious date, then select "Year" and use the publication year.

- i. Even if your item is a graphic novel, Issue Date must be added.
3. Enter descriptors into Enumeration for the issue.
 - a. The first box should be “v” or “n” or “p.”
 - b. Enter the volume/number/part number in the second box.
 - c. If the item is broken down more than that, continue with enumeration

Chronology and Enumeration

Full call number:

ISSUE DATE FORMAT: year | YEAR: 2018 | issue date:

ENUMERATION:

1	v	1	2		3		4	
---	---	---	---	--	---	--	---	--

cancel save item

4. Continue with item creation or click “Save Item” to save your item.