

## 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.

The screenshot shows a search interface with the following fields:

- Search: Key dropdown set to "Title Browse".
- Term(s): Text input field containing "1q84".
- Searcher: A button with a magnifying glass icon.
- Back: A button with a left arrow icon.

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.

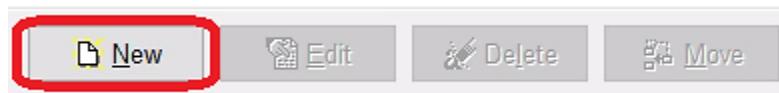
The screenshot shows a results list window for "1q84" with the following details:

- Search key: Title Browse
- Results count: 10
- Buttons: Select Back, Print, Previous, Next
- Table Headers: Title, Author, Call Number, Date, Format/Terms, BID
- Table Data:

	Title	Author	Call Number	Date	Format/Terms	BID
1	1Q84 /	Murakami, Haruki, 1949-		2011	Book	293656
2	1Q84 English	Murakami, Haruki, 1949-		2013	Book	521246
3	1Q84 - Buch 1 & 2 [electronic resource] /	Murakami, Haruki		2014	eAudioBook	647354
4	1Q84. English	Murakami, Haruki, 1949-		2011	eBook	311583
5	1Q84 [sound recording] /	Murakami, Haruki, 1949-		2011	Audiobook on	311650
6	1s and 0s	Young Guns (Musical group)		2015	Music CD	462297
7	1s and 2s	Jocelyn, Marthe.		2011	Book	293764
8	1st 10 years	Old Iditarod Gang.		2014	Book	438595
- Bottom tabs: Full Record, Items, MARC
- Details panel:

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 (OCOLOC)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”



6. Item Editor will display. Enter as much information as necessary. Item number is 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 PAC status** is a free text option that will replace the Status in the above dropdown in InfoSoup.
  - Notes** can be entered by click the “Notes” button along the side.

Item Editor

Item Number:	31110001947076	Price:	\$13.95	<input checked="" type="button"/> Save
Branch:	NSBIR	Location:	AFIC	<input type="button"/> Save/New
Status:	Processing	Date:	10/29/2020	<input type="button"/> Cancel
Alternate PAC Status:				<input type="button"/> Spine
Suppression				<input type="button"/> Notes
<input type="checkbox"/> Manual <input type="checkbox"/> Status <input type="checkbox"/> Branch <input type="checkbox"/> Location <input type="checkbox"/> Media				
Full Call Number : Murakami				BID: 641575
Call Number				Created On: 10/29/2020
Murakami				Created By: al0
Bucket1		Bucket2		Last Modified: 10/29/2020
<input type="button"/>		<input type="button"/>		Changed By: al0
Bucket3		Bucket4		
<input type="button"/>		<input type="button"/>		
<input type="checkbox"/> Chronology / Enumeration:				
BoundWith				
<input type="checkbox"/> Enabled?    Controlling Item: <input type="button"/>				
Owning				
Branch: NSBIR    Location: AFIC				
History				
Circulation: 0    Cumulative: 0    Holds: 0    InHouse: 0				

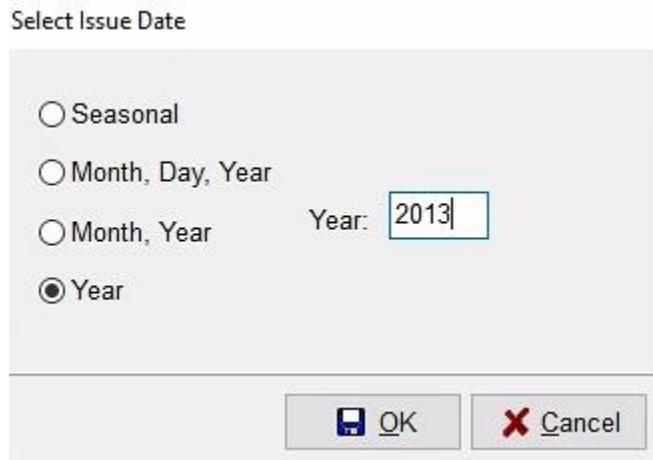
7. Click “Spine” to print a spine label.
  - a. A new window will pop up with a preview. Click “Print.”
8. Click “Save” along the right side.
  - a. “Save New” will save this item and create a new one.

### **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.

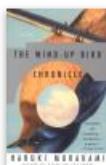


3. Enter descriptors into Enumeration for the issue.
  - a. The first box should be “v” or “n” or “p.”
  - b. Enter the volume/number/part number in the second box.
  - c. If the item is broken down more than that, continue with enumeration

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

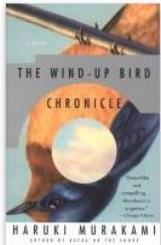


[Place Hold](#)

[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](#)

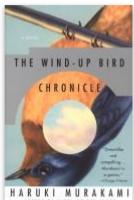
[All Copies](#)

[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

6. Click “Add an Item” along the top of the page.

The screenshot shows a web-based library catalog interface. At the top, it says "bid: 474407 bib search". Below that, there are two buttons: "items" and "add an item", with "add an item" being highlighted by a red rectangular box. Underneath these buttons is a section titled "SCAN OR ENTER AN ITEM ID" with a text input field containing "item id".

7. 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 screenshot shows the "Location information" section of the item creation form. It includes fields for Title, Author, Call Number, Downloadable status, Publication Date, and Branch. Below this, there are sections for "Location information", "Description", and "Chronology/Enumeration". The "Location information" section contains fields for Item Call Number, Location, Branch, Status, and Ownership details. The "Description" section includes fields for Media, Price, Suppression, Note Type, and Free Text Note. A thumbnail image of the book cover for "The Wind-up Bird Chronicle" by Haruki Murakami is visible on the left.

8. 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

The screenshot shows a user interface for entering item details. At the top, there's a header 'Chronology and Enumeration' with a magnifying glass icon. Below it is a teal bar containing a 'Full call number:' field with a barcode icon. Underneath are two rows of input fields: 'ISSUE DATE FORMAT' (dropdown menu showing 'year') and 'YEAR' (dropdown menu showing '2018'), followed by a 'issue date:' field with a calendar icon. The next section is titled 'ENUMERATION' and contains a row of boxes labeled 1 through 4. Box 1 contains 'v', box 2 contains '1', and box 4 contains '1'. There are additional empty boxes for volumes 2, 3, and 4. At the bottom right are two buttons: 'cancel' (yellow) and 'save item' (green).

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