

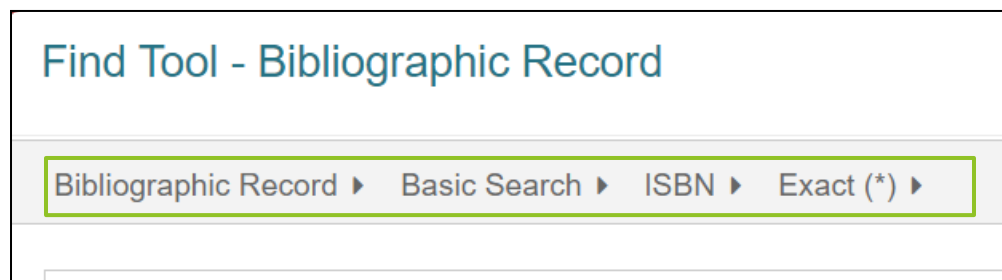
## Adding Items

### Adding Item

Log into Polaris Leap using your advanced user credentials. If you do not have this, contact your library manager or PRLS consultant about training opportunities.

**NOTE: You cannot be logged into both circulation and advanced user logins at the same time, unless you are using 2 different web browsers (Chrome and Firefox) or have the second login opened incognito.**

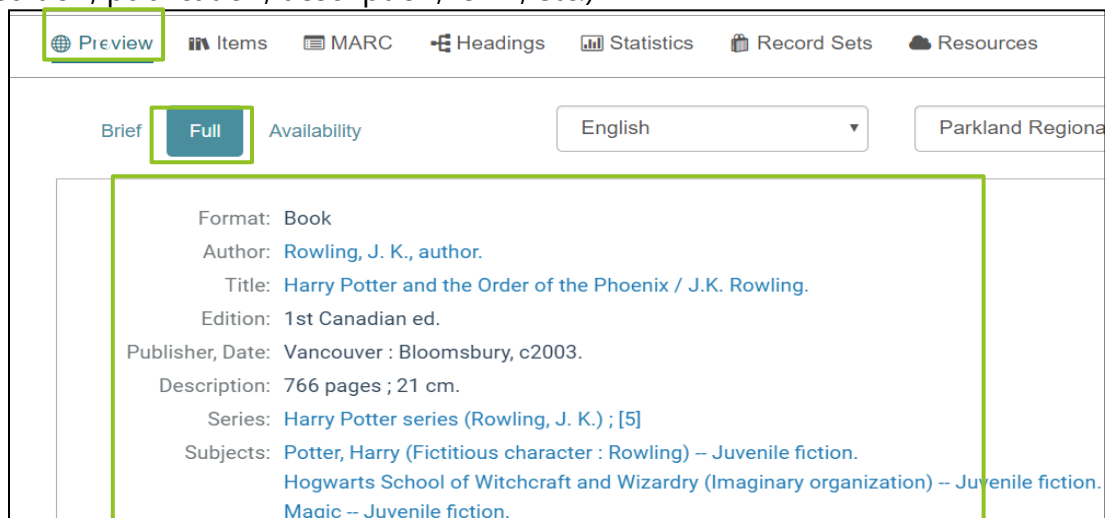
1. Open the find tool function. Change the search parameters to Bibliographic Record > Basic Search > ISBN (for books) or UPC (for movies) > exact (\*). Type or scan the **ISBN or UPC number**, this should be located on the back of the item.



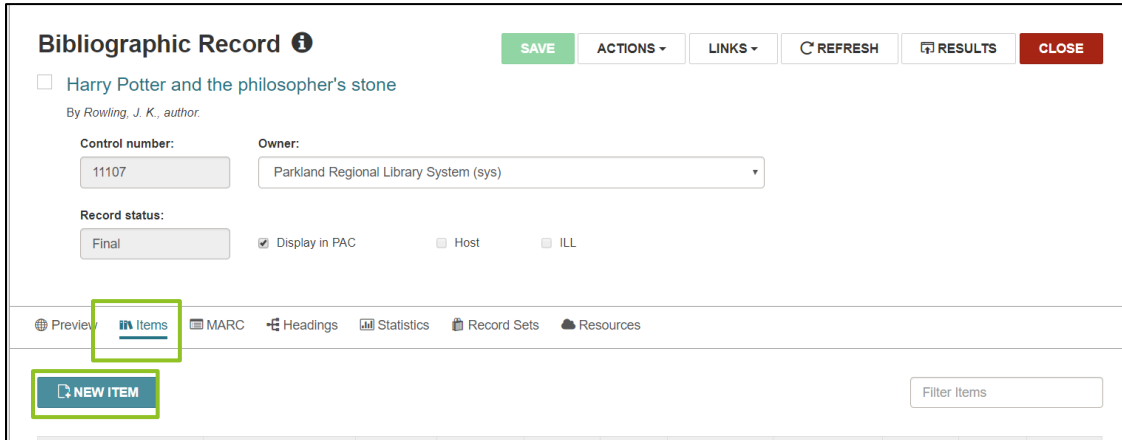
2. The search results will display matching bibliographic records. Verify this is the correct record by viewing: title, author, format, and publication year.

**NOTE: If there are NO RESULTS, send into PRLS for processing. 25 bks/box; 3 boxes/van run.**

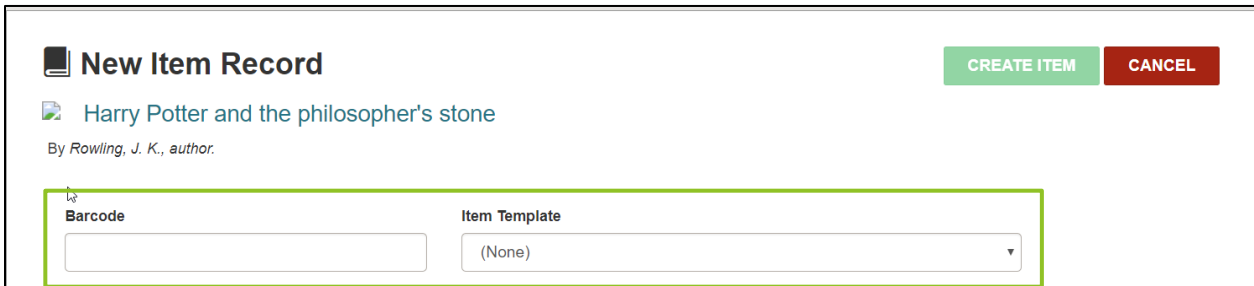
3. In the **full preview** of the Bibliographic record confirm this is the correct record. (edition, publication, description, ISBN, etc.)



4. When you have confirmed the record is correct, select the **Items tab** and click **NEW ITEM**.



5. A **New Item Record** workform will appear. Scan in a **Barcode** and select an **Item Template** from the drop-down menu. The template should auto-fill the items details.



6. Verify the following information is input correct.

#### Call Number Information

- **Call Number Scheme** – Dewey Decimal
- **Prefix** – Can be used to identify collection (F-Fiction, YA-Young Adult, J – Juvenile, etc.)
- **Classification** – Dewey Decimal numbers (used ONLY for non-fiction)
- **Cutter** – First 3 letters of Authors last name
- **Suffix** – Publication year (if necessary)
- **Volume** – Only use for periodical/serial items
- **Copy** – Leave blank
- **Price** – Replacement Cost (PRL enters the discounted price)
- **Renewal limit** – 5
- **Circulation status** – In-Process (will be changed to available when the item is checked in)

- **Check boxes** – Display in PAC, Holdable, Non-circulating

Item details (this should be filled via the template)

- **Assigned branch** – Your Library (this must be selected to fill in the other information in the selection)
- **Collection** – The general collection code
- **Shelf Location** – Where in the building item is located outside of logical area (display, book bike, Reference desk, etc.)
- **Material Type** – Item format
- **Loan Period** – 21 days
- **Fine Code** – 0.25 per day
- **Statistical Code** – these can be used to track data that the collection information does not capture.
- **Owning Branch** – Your Library

Any extra information can be added in the **Blocks and Notes** tab or the **sponsor and donor tab** of the item record after creation.

7. Select **Create Item** and then review item details.



8. Please **Check In** all newly added materials to ensure the circulation status of the item changes to AVAILABLE.

**Material Type:** determine circulation privileges (i.e. loan periods, renewals, etc.); statistics will generate by material type.

Loan Period (Days)	Material Type
21	<ul style="list-style-type: none"> <li>• Magazines</li> <li>• Blu-ray</li> <li>• DVD</li> <li>• Music CD</li> <li>• Audio Book CD</li> <li>• Audio Book MP3</li> <li>• Book</li> <li>• Book Kit</li> <li>• Braille Book</li> <li>• Large Print</li> </ul>
90	<ul style="list-style-type: none"> <li>• Audio Book Daisy</li> </ul>

**Material Type \***

-- Select a material type -- ▾

**Loan Period \***

-- Select a loan period -- ▾

Collection Codes

<b>Collection ID</b>	<b>Name</b>	<b>Abbreviation</b>
32	Adult Audio Book	aab
38	Adult CD	acd
2	Adult Fiction	af
41	Adult Graphic Novel	agn
35	Adult Movies	am
8	Adult Non-Fiction	anf
31	Audio Book Print Disabled	pdo
12	Beginning Reader	br
9	Board Book	bb
10	Book Kits	bkt
14	Early	e
15	Equipment	eqmt
23	External ILL	outside
17	French	fr
34	Junior Audio Book	jab
40	Junior CD	jcd
19	Junior Fiction	jf
43	Junior Graphic Novel	jgn
37	Junior Movies	jm
20	Junior Non-Fiction	jnf
21	Large Print	lp
24	Magazines	mag
16	On the Fly	fly
3	PRL Audio Collection	alapa
5	PRL First Nations Collection	alapfn
6	PRL Large Print Collection	alapl
4	PRL Print Disabled Collection	alapc
7	Read Alberta Books	rab
25	Reference (non-circulating)	ref
26	Spanish	spa
27	Unidentified Collection	uni
28	Video Games	vg
29	Young Adult	ya
33	Young Adult Audio Book	yaab
39	Young Adult CD	yacd
42	Young Adult Graphic Novel	yagn



36	Young Adult Movies	yam
30	Young Adult Non-Fiction	yanf