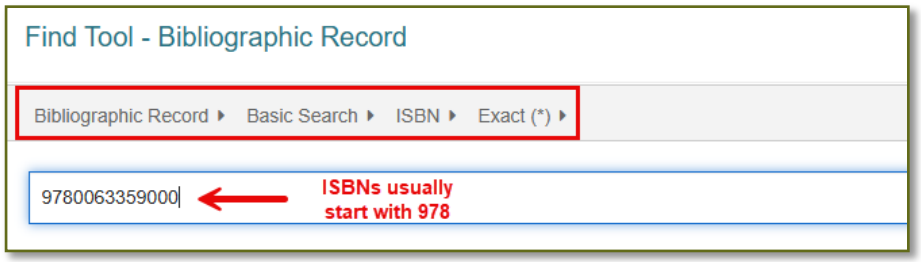
Adding Items

Adding Items

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 at the same time, unless you are using 2 different web browsers (Chrome and Firefox) or have the second login opened in an *incognito* browser window.

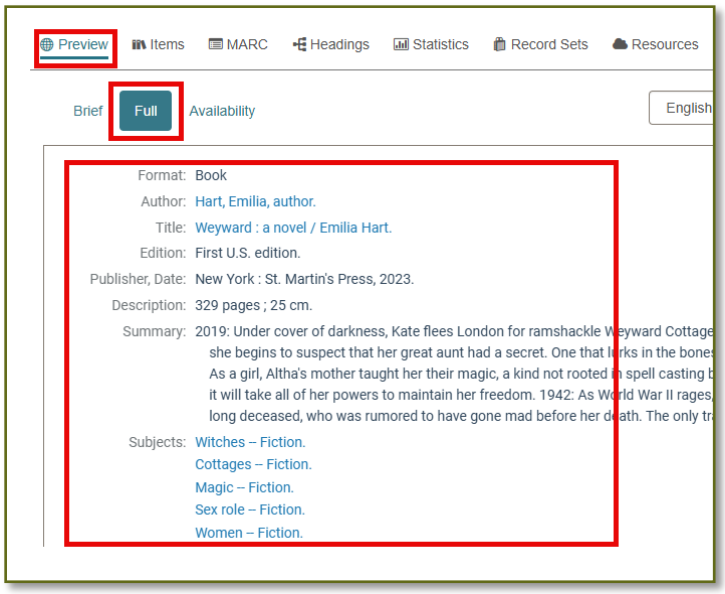
1. Open the Find Tool function. Change the search parameters to Bibliographic Record> Basic Search> ISBN (for books) **or** UPC (for movies)>exact (*). Type or scan the **ISBN or UPC number,** this should be located on the back of the item.



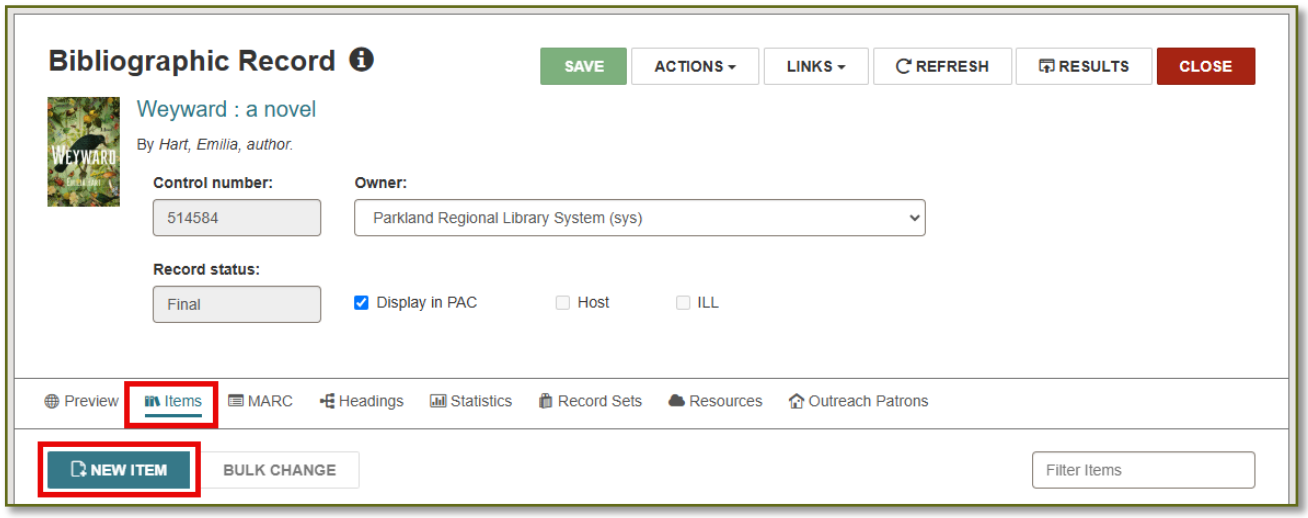
2. The search results will display matching bibliographic records. Verify this is the correct record by viewing: title, author, format, and publication year.

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 it is the correct record (contains edition, publication, description, ISBN, etc.).



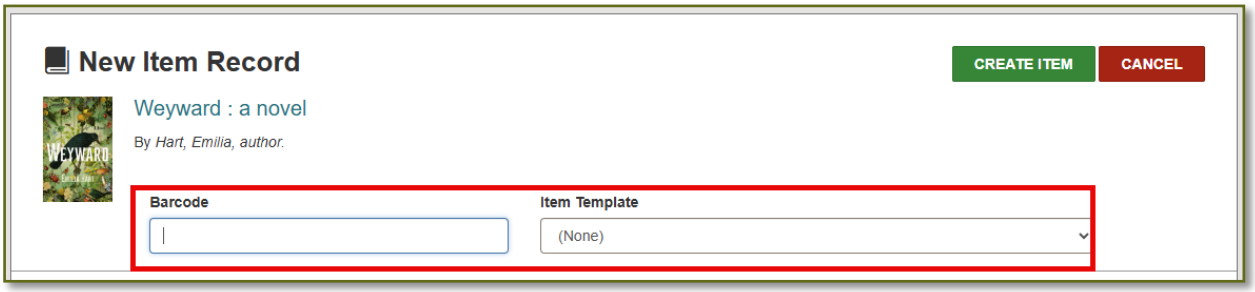
4. When you have confirmed the record is correct, select the **Items** tab and click **New Item**.



5. Add a barcode to the **back cover of the item at the top center.**

Note: Placing the barcode in the standard location will enable all staff and patrons within Parkland Regional Library to easily locate the barcode.

6. A **New Item Record** work form will appear. Scan in the **Barcode** and select an **Item Template** from the drop-down menu. The template should auto-fill the item details.



7. Verify the following information is input is correct:

Item Record Information

a. **Barcode** – Ensure that the barcode has been scanned in correctly
b. **Owning Branch** – Your Library
c. **Assigned branch** – Your Library (this must be selected to fill in the other information in the selection)
d. **Collection** – The general collection code
e. **Price** – Replacement Cost (PRLS enters the discounted price, please enter $0.00 if item was donated)

f. **Circulation status** – In-Process (will be changed to Available when the item is checked in)
g. **Check boxes** – Display in PAC, Holdable, Non-circulating Item details (this should be filled via the appropriate item template for your library)
h. **Shelf Location** – Where in the building the item is located if outside of logical area (display, book bike, Reference desk, etc.)
i. **Renewal limit** – 5
j. **Material Type** – Item format
k. **Loan Period** – 21 days
l. **Fine Code** – 0.25 per day (please enter this fine code, regardless of whether your library charges late fines)
m. **Statistical Code** – these can be used to track data that the collection information does not capture.
n. **Call Number Scheme** – Dewey Decimal
o. **Prefix** – Can be used to identify collection (F-Fiction, YA-Young Adult, J – Juvenile, etc.)
p. **Classification** – Dewey Decimal numbers (used ONLY for Non-Fiction)
q. **Cutter** – First 3 letters of Authors last name
r. **Suffix** – Publication year (if necessary, i.e., sometimes used for Non-Fiction items)
s. **Volume** – Only use for periodical/serial items (i.e., magazines)
t. **Copy** – Leave blank

Note: Any extra information can be added in the **Blocks and Notes** tab or the **Sponsor and Donor** tab of the item record after creation.

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

9. Please "Check-In" all newly added materials to ensure the circulation status of the item changes to **Available.**

Material Type

This determines circulation privileges (i.e., loan periods, renewals, etc.) and statistics will generate by material type.

Loan Period (days)	Material Type
21	Magazines
	Blu-Ray
	DVD
	Music CD
	Audiobook CD
	Audiobook MP3
	Book
	Book Kit
	Braille Book
	Large Print
90	DAISY Audiobook
7	TELUS Smart Hub

Collection Codes

Name	Abbr.
Adult Audiobook	aab
Adult CD	Acd
Adult Fiction	Af
Adult Graphic Novel	Agn
Adult Movies	am
Adult Non-Fiction	anf
Audiobook Print-Disabled	pdo
Beginning Reader	br
Board Book	bb
Book Kits	bkt
Early	e
Early Chapter Book	ecb
Equipment	Eqmt
External ILL	outside
French	fr
Junior Audiobook	jab
Junior CD	Jcd
Junior Fiction	jf
Junior Graphic Novel	jgn
Junior Movies	jm

Name	Abbr.
Junior Non-Fiction	jnf
Large Print	lp
Magazines	mag
On the Fly	fly
PRL Audio Collection	alapa
PRL First Nations Collection	alapfn
PRL Large Print Collection	alapl
PRL Print-Disabled Collection	alapc
Read Alberta Books	rab
Reference (non-circulating)	ref
Spanish	spa
Unidentified Collection	uni
Video Games	vg
Young Adult	ya
Young Adult Audiobook	yaab
Young Adult CD	yacd
Young Adult Graphic Novels	yagn
Young Adult Movies	yam
Young Adult Non-Fiction	yanf