

## Manage Item Records

To manage an Item Record, including shelf location, circulation status, and adding non-public notes, library assigned blocks, and free-text blocks.

1. Access the Leap **Check In** workform and check-in the item.
  - To manage the record, the item must belong to your library, the item status must be available, and the item record must be closed on all other workstations.

**Check In**
CLOSE

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Normal (0) Bulk (1) In House (0) Inventory (0) Missing Part Damaged Shelf-Ready

Free Days  
ACTIONS ▾

<input type="checkbox"/>	BARCODE	DUE DATE	STATUS	COMMENT	FINE CHARGED	TITLE	MATERIAL TYPE	SHELF LOCATION	PATRON NAME	COLLECTION
<input type="checkbox"/>	31000044479445		Available -> Available	Item was not Checked Out	\$0.00	Earthy remains	Large Print			PRL Large Print Collection (alapl)

2. Check the box beside the item you wish to adjust and then select **Manage Item Record** from the Actions drop-down menu. This must be done one item at a time.

**Check In**
CLOSE

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Normal (0) Bulk (1) In House (0) Inventory (0) Missing Part Damaged Shelf-Ready

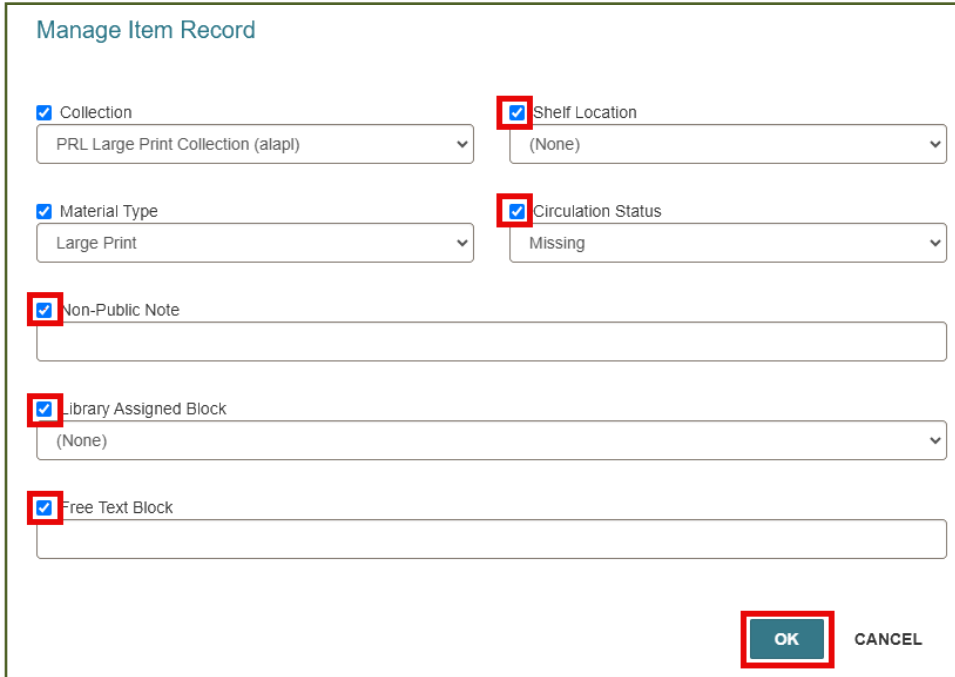
Free Days  
ACTIONS ▾

<input type="checkbox"/>	BARCODE	DUE DATE	STATUS	COMMENT	FINE CHARGED	TITLE	MATERIAL TYPE	SHELF LOCATION	PATRON NAME	COLLECTION
<input checked="" type="checkbox"/>	31000044479445		Available -> Available	Item was not Checked Out	\$0.00	Earthy remains	Large Print			PRL Large Print Collection (alapl)

ACTIONS ▾

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3. A **Manage Item Record** screen will appear. Check the box of the sections you wish to adjust and select from a drop-down menu or begin typing in the free-text boxes.



The screenshot shows the 'Manage Item Record' form with the following fields and controls:

- Collection: PRL Large Print Collection (atapl) [dropdown]
- Shelf Location: (None) [dropdown]
- Material Type: Large Print [dropdown]
- Circulation Status: Missing [dropdown]
- Non-Public Note: [text input]
- Library Assigned Block: (None) [dropdown]
- Free Text Block: [text input]
- Buttons: **OK** (highlighted with a red box) and CANCEL

4. When the necessary changes are made, click **Ok**.