



# Item Management in AG

Attaching and Deleting Items

# Adding Items

Items can be added in three modules: Circulation, Cat Admin, and the online catalog. Using the online catalog option is preferred because the correct bib record can be selected with minimal clicking.

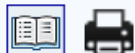
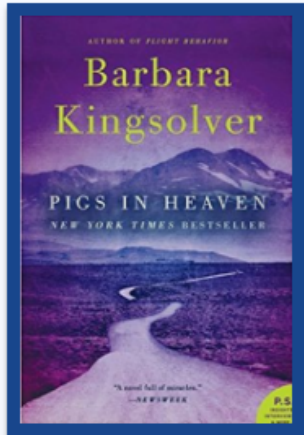
- ▶ Circulation > Add Item
- ▶ Cat Admin > Add Item
- ▶ Online Catalog > (open full bib record)  
... Where to Find It > Add New Item

# Pigs in heaven : a novel

Author: Kingsolver, Barbara

and in: Library Management Network, Inc.

★★★★☆ 1642 total review(s)



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## MARC Display

Control Number: 377871

Last Modified: 3/19/2015 3:15:09 PM

Leader: cam a

Quality: 0

001	**	LMN377871
003	**	CPomAG
008	**	920928s1993 nyu 000 1 eng
010	**	a 92054739
020	**	a 9780060168018
020	**	a 0060168013
035	**	a ocm27431722
050	00	a PS3561.I496 b P54 1993
082	00	a 813/.54 2 20
100	1*	a Kingsolver, Barbara.
245	10	a Pigs in heaven : b a novel / c Barbara Kingsolver.

[Edit Bib F](#)

Once a title is searched and identified, scroll or click WHERE TO FIND IT; then ADD NEW ITEM RECORD.

## Where To Find It

[Add New Item Record](#)

Location

Call Number

Status

Gadsden - McClellan Center - Book

PS3561.I496 P54 1993  
(NonFiction)

Available



[Edit Item](#)

# Adding Item Template

The Add Item template will appear with field defaults.

✕  
**Add Item** Submit Reset

Title Pigs in heaven : a novel

Author Kingsolver, Barbara.

Field	Value
Barcode	<input type="text"/>
Copy	<input type="text"/>
Material Type	Audiocassette ▼
Current Location	Northeast AL Comm College - AV - Archives ▼
Permanent Location	Northeast AL Comm College - AV - Archives ▼
Categories	
Prefix	<input type="text"/>
Suffix	<input type="text"/>
Item Call Number	<input type="text"/>
Status	Available ▼
Cost	<input type="text"/>
Alternate ID	<input type="text"/>
Comment	<input type="text"/>
Circ Note	<input type="text"/>

# Item Record Fields

There are 7 fields to verify or enter. Use the drop-down menu when available. Volume information is entered below.

**Add Item**

Title Pigs in heaven : a novel


Author Kingsolver, Barbara.

Field	Value
Barcode	31566000456785 <span style="float: right;"><input type="checkbox"/> Do Not Allow Circulation</span>
Copy	
Material Type	Fiction <span style="float: right;">2</span>
Current Location	Northeast AL Comm College - Books - Circulating <span style="float: right;">3</span>
Permanent Location	Northeast AL Comm College - Books - Circulating <span style="float: right;">4</span>
Categories	
Prefix	
Suffix	
Item Call Number	PS 3561.I4960 P54 1003 <span style="float: right;">5</span>
Status	Available <span style="float: right;">6</span>
Cost	24.00 <span style="float: right;">7</span>
Alternate ID	

# Barcode Field

Starting with the star:

The system Loan Periods handle circulation and non-circulation of items by material type, but if this item is a special item such as reference or Alabama room that will never circulate, check the box.

Title	Spirit of steel : music of the mines, railroads and mills of the Birmingham district : an educational resource		
Author	Sloss Furnace Association.		
Field			Value
Barcode	<input type="text" value="32350000002031"/>	<input type="checkbox"/>	Do Not Allow Circulation

14 digits  
no spaces

Next, scan or enter the 14-digit barcode. No spaces are entered.

# Copy Field

Most members use the barcode as the unique item number, however if a copy enumeration is desired only enter the number. The system will assign “c.” as a prefix.

Field	
Barcode	32350000002031
Copy	

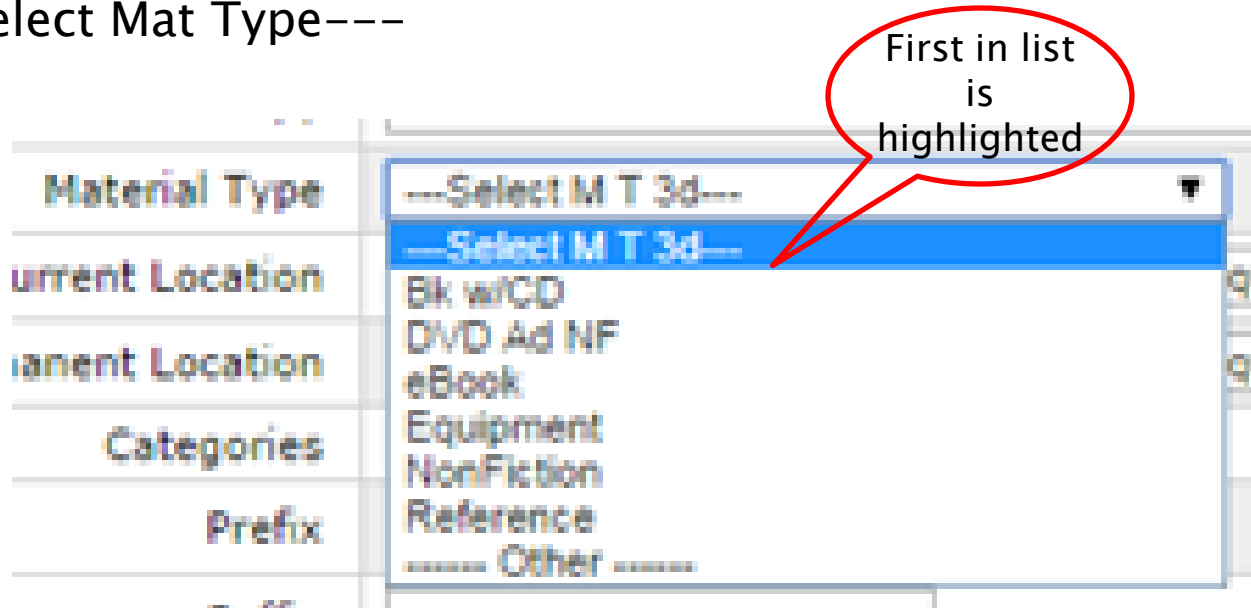
Examples:

Barcode	31566000088859
Copy	3

Call Number
PR 502 .G76 1965 (NonFiction)
PR 502 .G76 1965 c.3 (NonFiction)

# Material Type

From the drop-down menu, select an active material type under  
---Select Mat Type---



Do not leave as  
---Select Mat Type---



# Material Types: Active/Inactive

There will be several material types in the list. Select the most accurate one.

Active  
Use these

Label	Default Cost
--- Select Mat Type ---	\$0.00
Audiocassette	\$20.00
Bk on CD Ad Fic	\$30.00
Bk on CD Ad NF	\$30.00
CD-ROM	\$30.00
DVD Ad Fic	\$30.00
DVD Ad NF	\$30.00
eAudiobook	\$60.00
eBook	\$40.00
Equipment	\$1,500.00
Fiction	\$30.00
Map	\$25.00
Music CD	\$30.00
NonFiction	\$30.00
Paperback	\$15.00
Periodical	\$50.00
Playaway	\$75.00

Inactive  
Do not  
use

----- Other -----	\$0.00
Biography	\$0.00
Bk on CD Juv Fic	\$0.00
Bk on CD Juv NF	\$0.00
Bk on Tape Ad Fic	\$0.00

# Material Type Usage

Material Types are used in many aspects of circulation and statistical reports so it is important to be accurate.

**Modify Loan Periods**

	NAC Employee	NAC Student
--- Select Mat Type ---		
Audiocassette		
Bk on CD Ad Fic	120	14
Bk on CD Ad NF	120	14
CD-ROM	120	14
DVD Ad Fic	120	14
DVD Ad NF	120	14
eAudiobook		
eBook		
Equipment	14	14

**Modify Renew Periods**

SCP City	SCP County
50	50
5	5
5	5
5	5

**Modify Checkout Limits**

**Modify Fine Amounts**

GS Faculty	GS Student	NW Phil Campbell Student	NW Shoals Student
0.00	.50		
0.00	.50		
0.00	.50		
0.00	.50		
0.00	.50		
0.00	.50	99.00	99.00
0.00	.10	99.00	99.00
		99.00	99.00
		99.00	99.00

**Modify Fine Limits**



## Example of report based on Material Types:

**Statistics**

Seq	Label	Status	Items with Cost	Value	Items with no Cost	Default Value	Total Value
1.	--- Select Mat Type ---	Active	0	\$0.00	0	\$0.00	\$0.00
2.	Audiocassette	Active	1	\$15.00	0	\$0.00	\$15.00
3.	Bk on CD Ad Fic	Active	25	\$607.00	0	\$0.00	\$607.00
4.	Bk on CD Ad NF	Active	6	\$185.00	0	\$0.00	\$185.00
5.	CD-ROM	Active	2	\$252.00	0	\$0.00	\$252.00
6.	DVD Ad Fic	Active	48	\$1,123.00	0	\$0.00	\$1,123.00
7.	DVD Ad NF	Active	354	\$15,203.00	0	\$0.00	\$15,203.00
8.	eAudiobook	Active	80	\$4,210.00	0	\$0.00	\$4,210.00
9.	eBook	Active	441	\$11,388.00	54,525	\$2,181,000.00	\$2,192,388.00
10.	Equipment	Active	62	\$25,314.00	0	\$0.00	\$25,314.00
11.	Fiction	Active	7,076	\$134,564.00	1	\$30.00	\$134,594.00
12.	Map	Active	0	\$0.00	0	\$0.00	\$0.00
13.	Music CD	Active	2	\$30.00	0	\$0.00	\$30.00
14.	NonFiction	Active	42,475	\$934,588.15	0	\$0.00	\$934,588.15
15.	Paperback	Active	810	\$5,867.00	0	\$0.00	\$5,867.00
16.	Periodical	Active	8,440	\$422,100.00	0	\$0.00	\$422,100.00
17.	Playaway	Active	120	\$6,559.98	0	\$0.00	\$6,559.98
18.	Reference	Active	4,389	\$241,119.35	0	\$0.00	\$241,119.35
19.	Reserve	Active	21	\$535.00	0	\$0.00	\$535.00
20.	Special Book	Active	1,148	\$35,853.00	3	\$150.00	\$36,003.00
21.	Video Ad Fic	Active	32	\$496.00	0	\$0.00	\$496.00
22.	Video Ad NF	Active	360	\$5,838.40	0	\$0.00	\$5,838.40
23.	----- Other -----	Active	0	\$0.00	0	\$0.00	\$0.00
24.	Biography	Inactive	0	\$0.00	0	\$0.00	\$0.00

# Locations

Confirm the locations are accurate.

The screenshot shows a form titled "Set Add Item Defaults" with several fields. The "Current Location:" and "Permanent Location:" fields are highlighted with red arrows. A dropdown menu is open for the "Current Location:" field, showing a list of location options. The first option, "Northeast AL Comm College - Archives - Collection", is highlighted in blue. A red callout bubble with the text "Highlight the desired location" points to this highlighted option.

Field	Value
Material Type:	--- Select Mat Type ---
Current Location:	Northeast AL Comm College - Archives - Collection
Permanent Location:	Northeast AL Comm College - Archives - Collection
Prefix:	Northeast AL Comm College - Books - Circulating
Suffix:	Northeast AL Comm College - Books - Reference
Item Call Number:	Northeast AL Comm College - eBook - EBSCO
Status:	Northeast AL Comm College - Equipment - Collection

Match location with Material Type  
(helps in reporting)

Note\*\* there is no Owner Location menu to select – the system assigns Owner Location after item is saved

# Call Number

When entering call numbers, all spacing and digits used **must be consistent** and entered the same every time.

Below is an example of inconsistent call numbers.

r	Call Number (Item) ▼
<b>Heading</b>	
R The colorful history of Jackson County	
R A souvenir of first Monday : trade day way down yonner in Scottsboro, Alabammy.	
R001.44 Fre Literature	
R 002.075 Ahe Collected books : the guide to values	
R 004.03 Dow Dictionary of computer and Internet terms	
R 007 Con The CQ researcher.	
R 007 Con 2008 The CQ researcher.	
R 007 Edi The CQ researcher.	
R007 Edi 1983 V.1 The CQ researcher.	
R007 Edi 1983 V.2 The CQ researcher.	
R007 Edi 1984 V.2 The CQ researcher.	

# If no call number is entered, either the material type or title will be used

Records per page: 10 « Previous

**Title:** The science of logic [electronic resource] / Georg Wilhelm Fredrich Hegel ; translated and edited by George di Giovanni.  
**Author:** Hegel, Georg Wilhelm Friedrich, 1770-1831.  
**Publisher:** Cambridge ; New York : Cambridge University Press,  
**Date:** c2010.  
**Electronic Location:** Online Content  
**Electronic Location:** Online Content  
**Electronic Location:** Online Content  
**Electronic Location:** Online Content



## Location - eBook (1)

Location	Call Number	Availability	Place Hold
Library Management Network, Inc.		3 Total Copies, None Available.	
GadsdenSCC eBook - EBSCO - Collection	(eBook)	Online ●	
Northeast AL Comm College - eBook - EBSCO	(eBook)	Online ●	
SneadSCC eBook - EBSCO - Collection	(eBook)	Online ●	

sci Call Number (Item) ▼ Records per page 100 ▼ Search

Heading	Title Count
Science 3-13 [electronic resource] : the past, the present, and possible futures	[ 6 Titles ]
Science adventures with children's literature [electronic resource] : a thematic approach	[ 6 Titles ]
Science, agriculture, and food security [electronic resource]	[ 6 Titles ]
Science and application of nanotubes [electronic resource]	[ 6 Titles ]
Science and creationism [electronic resource] : a view from the National Academy of Sciences.	[ 6 Titles ]
Science and culture for members only [electronic resource] : the Amsterdam Zoo Artis in the nineteenth century	[ 5 Titles ]
Science and decisions [electronic resource] : advancing risk assessment	[ 3 Titles ]
Science and engineering careers in the United States [electronic resource] : an analysis of markets and employment	[ 3 Titles ]
Science and engineering programs [electronic resource] : on target for women?	[ 6 Titles ]

# Item Status

The Item Status default is AVAILABLE. The system refers to Item Status as Exceptions. The system has standard exceptions.

LMN has added user defined exceptions.

If another status is desired, select from the drop-down menu.

## User Defined Exceptions

No.	Current Value	Change To	Public Display	OPAC Color Display
1	*	<input type="text" value="*"/>	<input type="text" value="*"/>	Gray ▼
2	Damaged (#)	<input type="text" value="Damaged (#)"/>	<input type="text" value="Damaged (#)"/>	Yellow ▼
3	%	<input type="text" value="%"/>	<input type="text" value="%"/>	Gray ▼
9	Online	<input type="text" value="Online"/>	<input type="text" value="Online"/>	Green ▼
<b>Add New Exception:</b>		<input type="text"/>	<input type="text"/>	Green ▼

Standard Exceptions:
At Bindery
Claimed Returned
Deleted
Discarded
In Process
Lost
Missing
Non Circulating
On Order
Patron Lost

# Cost

The system will insert the dollar sign.



Do not add the dollar sign.



# Volume

Volume and part information can be added at the bottom of the item template.

Some items may still have volume and issue information in the call number field. The online catalog displays like this:

Call Number
AP2 .B887 v.31 no.1 (NonFiction)

Barcode	32130000279635
Copy	
Material Type	NonFiction
Current Location	NWSCC - Phil Campbell Campus - Book - Collection
Permanent Location	NWSCC - Phil Campbell Campus - Book - Collection
Owner Location	NWSCC - Phil Campbell Campus - Book - Collection
Categories	
Prefix	
Suffix	
Item Call Number	RT 1 .N77 v.42 no.4
Status	Available
Cost	\$25.00
Alternate ID	
Comment	
Circ Note	

Enumeration	
Caption	Value
Volume	
Issue	


# Volume

## Enumeration

Caption	Value
Volume	System adds "v."
Issue	System adds "no."
Part	System adds "pt."
Supplement	System adds "sup."
Other	System does not add any prefix

For the first four options, just enter the number;  
For "Other" enter a prefix and the number.

Caption	Value
Volume	42
Issue	A
Part	99
Supplement	T
Other	8B



Call Number
RT 1 .N77 v.42 no.4 v.42 no.A pt.99 sup.T 8B (NonFiction)

# Volume

If the volume information is listed in the VOLUME field and the issue information is in the ISSUE field, the online catalog will display list this:

Item Call Number	AP2 .B887
Status	Available
Cost	\$15.00
Alternate ID	
Comment	
Circ Note	

Enumeration	
Caption	Value
Volume	31
Issue	1
Part	
Supplement	
Other	



**Call Number**  
AP2 .B887 v.31 no.1  
(NonFiction)

# Item Record

System–assigned barcodes consist of 13 characters and end with an asterisk. These are usually found on eMaterials.

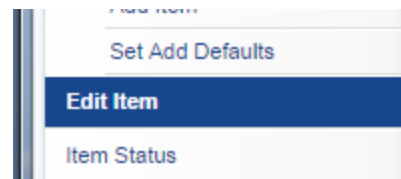
Ebook  
bib record

Title	Get ready! for standardized tests. Reading, grade four [electronic resource] /	
Author	Callahan, Kris.	
<b>Field</b>	<b>Value</b>	
Barcode	121209365431*	<input type="checkbox"/> Do Not Allow Circulation
Copy		
Material Type	eBook ▼	
Current Location	LMN eBook - EBSCO - Collection	
Permanent Location	LMN eBook - EBSCO - Collection	
Owner Location	LMN eBook - EBSCO - Collection	
Categories		
Prefix		
Suffix		
Item Call Number		
Status	Online ▼	
Cost	\$0.00	

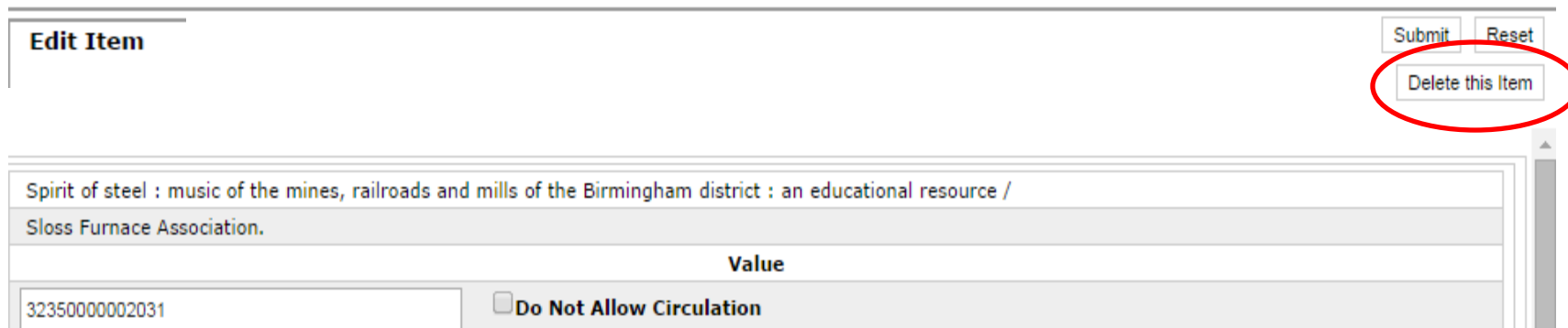
System  
assigned;  
13 digits;  
ends w/  
asterisk

# Deleting Items

- ▶ Cat Admin > Edit Item > Delete this item



- ▶ Online catalog > (open full record) > Edit Item > Delete this item



**Edit Item** Submit Reset

**Delete this Item**

Spirit of steel : music of the mines, railroads and mills of the Birmingham district : an educational resource /  
Sloss Furnace Association.

Value
32350000002031 <input type="checkbox"/> Do Not Allow Circulation

# The End