



CHAPTER 3

BARCODES

Member libraries are to use 14-digit barcodes for items and patrons. These barcodes are the standard used in libraries. Examples are:

2 2350 00011 7890

3 2350 00000 1264

The *first number* indicates whether the barcode is attached to a patron "2" or an item "3".

The *next four numbers* indicate the specific library that issues the library card or owns the title. "2350" is assigned to the location (Library Management Network). Contact the LMN Coordinator for the four digit numbers that will be assigned for a new library.

The *next 8 numbers* indicate the unique accession number. These are in numerical order.

The *last number* is a check digit for the system and quality control.

Barcode readers scan barcodes for faster circulation transactions and better inventory control. Sources for barcodes and barcode readers have been: Barcode Experts, Demco, BarcodesInc.com, Reliance Barcode Solutions.

BARCODE SPECIFICATIONS

LMN recommends the following for ordering patron and item barcodes:

1. List quantity
2. Process type: Laser typeset
3. Laminate: Clear mylar
4. Size: Single 5/8" x 2.0"
5. Barcode Symbology: Codabar
 - a. Use check digit
 - b. Algorithm: Mod 10
6. Total: 14 digits
7. Permanent digit: 3 2305

(required format: 1 character, space, 4 characters, space, 5 characters, space, 4 characters)
8. Start Number: 3 2305 00300 001C (Replace "C" with check digit)
9. Stop Number: (depends on quantity listed in #1)
10. Institution name: (whatever is appropriate. Example: GSCC Valley Street Campus)
11. Name placement: ABOVE barcode number

Optionally, Smart barcodes have the author, title, call number, and institution name; and are larger in physical size.



CHAPTER 3

BARCODE LABELS

The standard format of the actual barcode label for items and patrons is:

1 character, space, 4 characters, space, 5 characters, space, 4 characters

Example:



BARCODE ENTRY ONLINE

14-digit barcodes are to be entered online as consecutive numbers -- no spaces, no punctuation.

Barcode *

32350000001264

Example within an item record:

AUTOMATIC BARCODE ENTRY

In the AG system when adding HLD, if TBA remains displayed in the BARCODE field, the AG system automatically inserts a thirteen-digit barcode including a plus sign at the end.

Ex: 260817000001+

They may begin with a “2” but are not to be confused with a patron barcode. As explained in Chapter 3, these barcodes are reserved only for electronic items that have been batched loaded into the system.

```

600 Subj Pers Name 10 a Walker, C.J., c Madam, d 1867-1919.
650 Subj Topical . 0 a American-women.
650 Subj Topical . 0 a Cosmetics-industry z United-States x History.
650 Subj Topical . 0 a Cosmetics.
650 Subj Topical . 0 a Executives v Biography.
650 Subj Topical . 0 a Human-beings.
650 Subj Topical . 0 a Women-executives v Biography.
655 Genre/Form . 7 a Biographies. 2 lcgft
740 Related Title 10 a On-her-own-ground
914 . . a DRK_cc d LMN_cm
HLD i 260817000001+ t NonFiction l Library-Mgt-Network, Inc.--Adult--Nonfiction b Library-Mgt-Network, Inc.--Adult--Nonfiction h TESTING u Available g 0 a LMN e Library-Mgt-Network, Inc.--Adult--Nonfiction f 0 5 0

```

If a duplicate barcode is detected by the library automation system AG VERSO, the system will automatically add “-D1” to the end of the barcode.

Duplicates are not allowed for item records or bibliographic records



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BARCODE OCR SPECIFICATIONS MODULUS 10 CHECK DIGIT CALCULATION

How to calculate the check digit for 14-digit barcodes.

- Using the sample of 21782000886745. Drop the last digit (5)
- Write down the first 13 remaining digits, 2 1782 00088 674
- Starting at the end with the 4, work to the left multiplying every other number by 2.
 $2 \times 2 = 4$, $2 \times 7 = 14$, $2 \times 2 = 4$, $2 \times 0 = 0$, $2 \times 8 = 16$, $2 \times 6 = 12$, $2 \times 4 = 8$
- Separate any double digits (14 is dealt with now as a 1 and a 4) and add the products together.
 $4 + 1 + 4 + 4 + 0 + 1 + 6 + 1 + 2 + 8 = 31$
- Add the remaining numbers together.
 $1 + 8 + 0 + 0 + 8 + 7 = 24$
- Add the two sums together:
 $31 + 24 = 55$
- Subtract that number from the next highest number ending in 0:
 $60 - 55 = 5$ 5 is the check digit.

Visual view:

- Sample number 1000180004771. Drop the last digit (1)
- Start with the LAST number and every alternate digit to the left, multiply by number 2:

1	0	0	0	1	8	0	0	0	4	7	7
2		2		2		2		2		2	
0		0		16		0		8		14	

- Separate any double digits into singles and add the sums:

0	0	16	0	8	14				
0	0	1	6	0	8	1	4	=	20

- Add the remaining numbers together that were not multiplied by 2:

1	0	0	0	1	8	0	0	0	4	7	7		
1	+	0	+	1	+	0	+	0	+	7	=	=	9

- Add the two sums together:

$$20 + 9 = 29$$

- Subtract the total from the next highest number ending in zero:

$$30 - 29 = 1 \quad 1 \text{ is the check digit}$$

(CLSI provided this OCR information in 1991 to Charlotte Moncrief at LMN)



CHAPTER 3

ITEM RECORDS

Bibliographic (bib) records are the author, title, and publication data in MARC format. Item records are attached to bib records. There can be many item records attached to a single bib record.

MINIMUM REQUIREMENTS FOR ITEM RECORDS

Item records contain the unique information to the member library. Members may use either Dewey Decimal or LC call numbers. AG accepts both classifications. The following are minimum requirements needed for an item record:

- Barcode
- Call Number
- Material Type
- Location (Current and Permanent)
- Status
- Cost

ADDING ITEMS

Staff must be logged in. Search for the bibliographic record by the known information on the item in hand (ISBN, LCCN, or Title). In this case the ISBN was searched. Alternatively, the UPC symbol on the back cover can be scanned with a barcode reader. Click on the cover image to open the full bib record.

Library Management Network, Inc.

All Headings

search word by : All Headings

9781442487468

[Home](#) [Staff Dashboard](#) [Search History](#) [ExternalResources](#)

☐ Available

Page 1: 1 total results for "9781442487468" [Modify Search](#)

^ Material Type

☐ Juv Fiction 1

^ Format

^ Author

^ Date

^ Subject



Title: Bambi's children : the story of a forest family

Author: Salten Felix 1869-1945

Publisher: Aladdin

Date: 2014

[Book](#) (0 of 1 available)

Location (1)	Format
Scottsboro Public Library - Juvenile - Fiction	Book



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Verify the publisher and pagination; if identical to the item in hand, select “Add New Item Record.”

Bambi's children

Format: Book

Found In: Library...



Availability: 0 (of 1)

0 Hold(s) in Queue

Place Hold

[Add to Your List](#)

[Permanent Link](#)

[Email this Item](#)

[Print This Item](#)

[Download Record](#)

[Add New Item Record](#)

[Add to Download Cart](#)

[Authorize Bib Record](#)

[Edit Bib Record](#)



Control Number : 589386

Last Modified : 20150804130712 0

Leader : 00222cam a 004211a

Quality : 5500

001	ocn870678441
003	OCOLC
008	140218s2014 nyua j 000 1 eng c
010	** a 2013951051
020	** a 9781442487468 (hardback)
020	** a 1442487461 (hardback)
020	** a 9781442487451 (paperback)
020	** a 1442487453 (paperback)
035	** a (OCOLC)870678441 z (OCOLC)
041	1 * a eng a ger
050	0 0 a PZ10.3.S176 b Bap 2014
082	0 4 a [Fic] 2 23
082	0 4 a 833/.9/1 2 18
100	1 * a Salten, Felix, d 1869-1945.
245	1 0 a Bambi's children : b the story
260	** a New York : b Aladdin, c ©201
300	** a 361 pages : b illustrations ; c
336	** a text b txt 2 rdacontent
336	** a still image b sti 2 rdacontent

Add Item

Title	Bambi's children : the story of a forest family		
Author	Salten, Felix,		
Field			
Barcode		☐ Do Not Allow Circulation	
Copy			
Material Type	NonFiction		
Current Location	Library Mgt Network, Inc. - Adult - Nonfiction		
Permanent Location	Library Mgt Network, Inc. - Adult - Nonfiction	Apply Current Location	
Categories			
Prefix			
Suffix			
Item Call Number			
Status	Available		
Cost	\$0.00		
Alternate ID			
Comment			
Circ Note			



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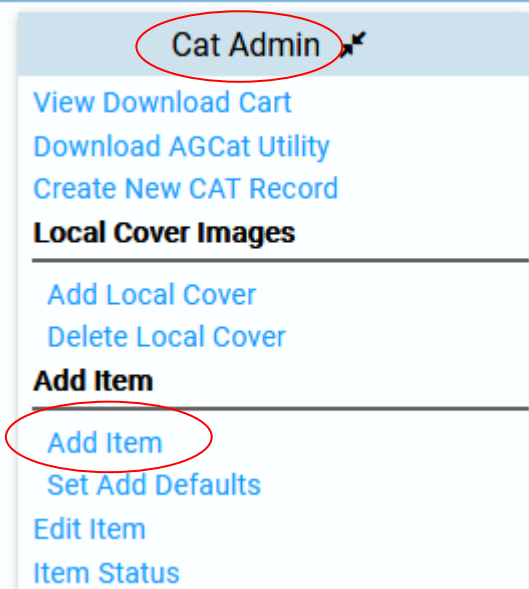
Use the drop-down menus to select the material type, locations, and status. The values displayed in the drop-down menus are the first in the list and usually must be changed.

The requirements for correct item entry consist of:

- barcode,**
- material type** (choose from the drop-down menu),
- current location,**
- permanent location** (usually the same as current),
- item call number,**
- status,** and
- cost** (do not enter the dollar \$ sign).

Click SUBMIT to save.

An alternative way to add item records: open Dashboard > Cat Admin / Circulation > Add Item.



Search for the bib record.

Select and open to the full bib record.



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Title Lookup ...

Searching Title: full irish

Title

[Full Irish : new architecture in Ireland / \(1 title\)](#)

[A full life / \(1 title\)](#)

[Full lives : women who have freed themselves from food & weight obsession / \(1 title\)](#)

[Full metal jacket \(1 title\)](#)

[Full moon dreams / \(1 title\)](#)

Title Lookup ... Modify Search F

Searching Title: full irish

Title

Full Irish : new architecture in Ireland /

Title	Author	My Library Owns	Available Items	
Full Irish : new architecture in Ireland /	Lappin, Sarah A.	0	0	Select this Title

Now the same Add Item screen appears to add any information.

Add Item Submit Rese

Title	Full Irish : new architecture in Ireland		
Author	Lappin, Sarah A.		
Field	Value		
Barcode		☐ Do Not Allow Circulation	
Copy			
Material Type	NonFiction ▼		
Current Location	Library Management Network, Inc. - Adult - Nonfiction ▼		
Permanent Location	Library Management Network, Inc. - Adult - Nonfiction ▼		
Categories			
Prefix			
Suffix			
Item Call Number	789.3 Lap		
Status	Available ▼		
Cost	25		
Alternate ID			
Comment			
Circ Note			

Enumeration	
Caption	Value
Volume	
Issue	
Part	
Supplement	
Other	

Chronology	
Chronology	Value
Year	
Month	
Season	
Day	

Other Items				
No.	Location	Barcode	Call Number	Status
No Items				



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There is no maximum number of item records which can be attached to a bib record. However, there are a maximum number of item records which can be OPENED in AGcat. If a bib record has more than 52 items, AGcat will not open the HLD in the bib record. Also when the bib record is opened in AGcat, no HLD lines appear WITHIN the bib.

Cover art
not
available

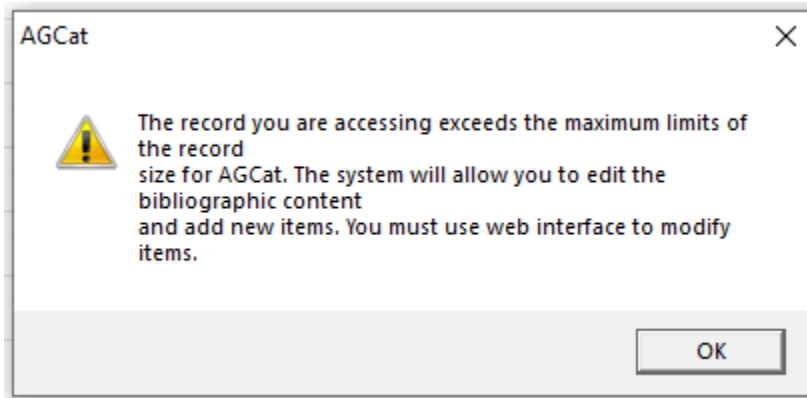
Title: Catalog & student handbook

Publisher: Gadsden State Community College

Date: 1967

[Book](#) (0 of 130 available)

Location (130) - Show all Locations	Format	Call Number
Gadsden - Wallace Drive Campus - Archive - Collection	Book	[ARCHIVES] LD6501.G3 C37 1965-66 (Reference)



AGCat - [Source: LMN_ - AGCN=407866, Record Type = BK Catalog & student handbook /]

File Edit Record Insert View Tools Window Help

LDR Leadercam.....a.....
 UDB c 0
 001 Control Nbr. LMN407866
 003 Control Nbr. ID CPomAG
 005 Latest Trans. 20121210091600.0
 008 Fixed Field 120625d19661976aluac....y....001.0-eng..
 043 . . a n-us-al
 050 LC Call Nbr. . 0 a LD6501.G3 b C37
 110 Corporate Name 2. a Gadsden·State·Community·College·(Gadsden,·Ala.)
 245 Title 10 a Catalog·&·student·handbook·/ c published·annually·by·Gadsden·State·Community·College.
 246 Other Title 30 a Gadsden·State·Community·College·Catalog
 246 Other Title 30 a Gadsden·State·Community·College·Student·handbook
 246 Other Title 30 a Gadsden·State·Junior·College·catalog
 260 Imprint . . a Gadsden,·Ala.: b Gadsden·State·Community·College, c 1967-
 300 Description . . a volumel: b illustrations: c 25-29·cm.
 650 Subj Topical . 0 a Community·colleges z Alabama.
 610 Subj Corp Name 20 a Gadsden·State·Community·College·(Gadsden,·Ala.)
 610 Subj Corp Name 20 a Gadsden·Technical·Junior·College·(Gadsden,·Ala.)
 610 Subj Corp Name 20 a Gadsden·State·Junior·College·(Gadsden,·Ala.)
 914 . . a GSC_dmb



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Item holdings may be added while in AGcat. When a bib record is open, Select the **HLD** icon on the AGcat toolbar,

.....nam.....a.....

c 5500

ocn31176

OCOLC

20130319

090803s2

a ..2009031

a DLC b er

a 97814391

a 14391588

a [OCOLC]3

a PS3616.E

a 813/.6 2

a Pearlman

a The Chris

a 1st Atria B

a New York

a 274 p.; c

a This rivet

exchange ex

year, the sto

a Female fri

a Christmas

i TBA l x

a Z0 b LIB

h NO-HOLD

Edit Item - (BIB) Source: OLCWORLD CAT - AGCN=558317 Record Type =...

Barcode TBA

Copy

Material Type 3day Reserve

Current Location Library Management Network, Inc. - Adult - CD-ROM

Permanent Location Library Management Network, Inc. - Adult - CD-ROM

Owner Location

Prefix

Suffix

Item Call Number

Status Available

Cost

Alternate ID

Comment

Circ Note

Enumeration

Volume

Issue

Part

Supplement

Other

Chronology

Year

Month

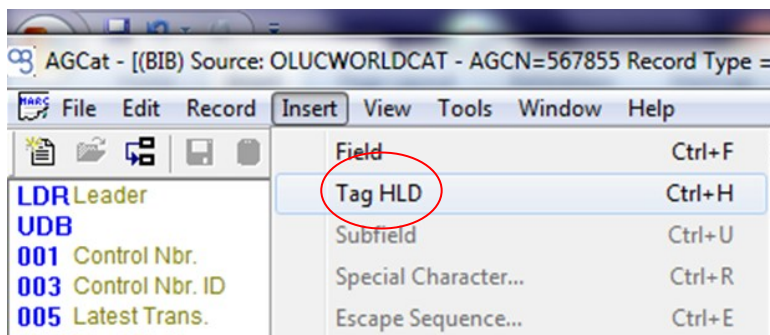
Season

Day

OK Cancel

Item Template

or select **Insert / Tag HLD**.





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Complete the template for the item holding and select OK to save. Click the *gold barrel icon* on the AGcat toolbar to **Save to Database**. To access the item record again, double click on the **HLD** line to open in the template.

If an item barcode is not entered and if **TBA** remains displayed in the Barcode field, the system will generate a barcode when the record is submitted. System-generated barcodes end with an asterisk which is part of the barcode. System-generated barcodes are preferred only for electronic items.

If **AUTO** is displayed in the Barcode field, the system will generate the next barcode available when the record is submitted. We do not use the Auto setting.

The item holding information can be seen in the field **HLD**.

A screenshot of the 'Edit Item' form in the AGcat system. The title bar of the window reads 'Edit Item - Source: LMN_ - AGCN=558317, Record Type = BK T'. The form contains several fields: 'Barcode' with the value '32350000001000', 'Copy' (empty), 'Material Type' with a dropdown menu showing 'NonFiction', 'Current Location' with the text 'Library Management Network, Inc. - Adult - Nonfiction', 'Permanent Location' with the text 'Library Management Network, Inc. - Adult - Nonfiction', 'Owner Location' (empty), 'Prefix' (empty), 'Suffix' (empty), 'Item Call Number' with the text 'F Pea', 'Status' with a dropdown menu showing 'Available', 'Cost' with the value '25.', and 'Alternate ID' (empty). The form has a light beige background and a blue title bar.

The black X in the upper right corner closes the record and leaves AGcat open.

The red X in the upper right corner closes both the record and AGcat.

To verify, search for the newly entered bib record by AGCN.



CHAPTER 3

Material Type Descriptions and Definitions

Material types are codes used in the item records that provide the following:

- calculate loan rules,
- define items in web display,
- provide statistical reports,
- send notices (e.g., overdues), and
- collection development.

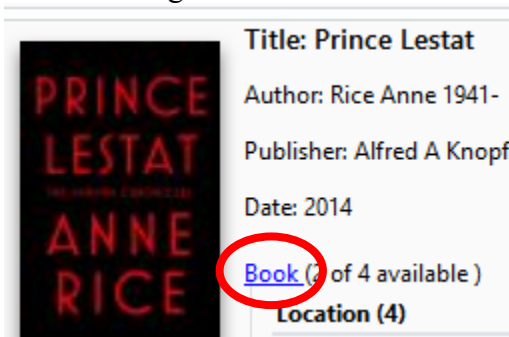
Material type definitions were initially formulated by the Bibliographic Users Group and have been revised as electronic versions appeared or as libraries consolidated formats.

Material types should describe the content of the material and define the intended audience. These guidelines are useful **in defining** the particular material type.

Members can select whichever material types their library will use. Members do not have to use every material type listed. There are variations, such as one member may use DVD Adult and DVD Juvenile, where another member may use DVD Fic and DVD NF; or one may use just Large Print, where another uses Large Print Biography, Large Print Fiction, and Large Print Nonfiction.

However, it is of the upmost importance to **BE CONSISTENT** entering data within each member library.

Formats are codes used in the bib records and are the source for the descriptive wording in the online catalog.



Bib formats are associated with material types in generally explaining the format of the item. The following table shows the relationship of Material Type to Formats. Next, is a list of bib Formats not currently being used in the LMN database. The third table is a list of bib Formats and all the associated Material Types.



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<i>FORMAT (Bib Level) assigned by LC</i>	<i>MATERIAL TYPE (Item Level)</i>	<i>Definition</i>
Book	3day Reserve	Item on reserve for 3 days
Book	7-day	Item circulates for 7 days
Book	Beginning Chapter	leveled reader; limited spot illustrations; ages 6 and up
Book	Beginning Reader	leveled reader; illustrated; ages 5 and up
Book	Biography	adult biography –OR- autobiography
Book	Bk w/CD	adult nonfiction or fiction book with a CD
Book	Bk w/Tape	adult nonfiction or fiction book with a tape
Audiobook	Audiobook	recording of a book on CD or tape; adult or juvenile; fiction or nonfiction
Audiobook CD	BkonCD Ad Fic	adult fiction book on CD
Audiobook CD	BkonCD Ad NF	adult nonfiction book on CD
Audiobook CD	BkonCD Juv Fic	juvenile fiction book on CD
Audiobook CD	BkonCD Juv NF	juvenile nonfiction book on CD
Audiobook CD	BkonCD Fic	fiction book on CD
Audiobook CD	BkonCD NF	nonfiction book on CD
Audiobook cassette	Audiocassette	sound recording on a cassette tape; audiotape
Audiobook cassette	BkonTape Ad Fic	adult fiction book on tape
Audiobook cassette	BkonTape Ad NF	adult nonfiction book on tape
Audiobook cassette	BkonTape Fic	fiction book on tape
Audiobook cassette	BkonTape NF	nonfiction book on tape
Audiobook cassette	BkonTape Juv Fic	juvenile fiction book on tape
Audiobook cassette	BkonTape Juv NF	juvenile nonfiction book on tape
Book	Board book	thick paperboard picture book; less than 10 words per page; birth to 2
Computer program	CD-ROM	text on a compact disc
DVD	Distance Learning DVD	instructional materials DVD
Book	Dual Enrollment	textbooks for classes taken by high school students taking college courses
DVD	DVD	nonfiction or fiction DVD; adult or juvenile
DVD	DVD Fic	fiction DVD
DVD	DVD NF	nonfiction DVD
Blu-ray	DVD Blu-Ray	video on Blu-ray disc
Book	Easy	picture book uses limited vocabulary; font is larger; ages 5 and up
Audiobook	eAudio	digital sound recording
Audiobook	eAudiobook	electronically produced online recording of a text being read by narrator; a talking book
Ebook	eBook	digital book electronically produced to be read online
Archival Materials	eDocument	digital text of letters/documents/certificates electronically produced to be read online
Picture	eImage	digital photograph/picture electronically produced to be viewed online
3d artifacts/objects	Equipment	machine/tool
eVideo	eVideo	electronically produced video to be viewed online
Book	Fiction	fiction book, i.e., novel
Book	Graphic Novel	story presented in comic-strip format published in a book
Book	Hardback	printed book with hardcover; adult or juvenile



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Book	Juv Fic	juvenile fiction book, i.e., novel
Book	Juv NF	juvenile nonfiction book, includes biography
Kit	Kit	adult or juvenile kit (includes 3 or more different materials/formats)
Large print	Large Print	large print book, i.e., novel; fiction or non-fiction
Book	Local History	history book relating to nearby geographical area
Microform	Microform	reproduction of documents scaled-down on film/card/paper; requires micro reader
Music CD	Music CD	music recorded on compact disc
Book	NonFiction	nonfiction book
Book	Paperback	paperback; fiction or nonfiction; adult or juvenile
Periodical	Periodical	periodical/magazine/journal
Book	Picture book	illustrated; ages 3 and up
Audiobook player	Playaway	eAudiobook loaded onto a Playaway reader device
3d artifacts/objects	Realia	painting/works of art/instrument, etc.
Book	Reference	adult book shelved in reference; does not circulate (i.e., for library use only)
Book	Reserve	book located at circ desk; often requires ID and can only be checked out for a brief period of time
Computer program	Software	programs/instructions for a computer task
Book/Archival materials	Special Book	book part of a special collection, such as an Award collection
Videocassette	Video Ad Fic	adult fiction videotape
Videocassette	Video Ad NF	adult nonfiction videotape
Videocassette	Video Fiction	fiction videotape
Videocassette	Video NonFiction	nonfiction videotape
Videocassette	Video Juv Fic	juvenile fiction videotape
Videocassette	Video Juv NF	juvenile nonfiction videotape
Book	YA Fiction	young adult fiction book, i.e., novel
Book	YA Nonfiction	young adult nonfiction book
	--- Select Mat Type -	NOT TO BE USED (marker only)
	----- Other -----	NOT TO BE USED (saved for future use)

FORMATS not used:

2d non-projected	n/a	Cards, charts, posters, study prints, technical drawings, transparency masters, postcards
Braille	n/a	raised-dot characters for the blind
Computer file	n/a	storage resource for recording data
Ebook reader	n/a	
Film	n/a	movie recorded on reel film/filmstrip
Map		diagram showing representation of the parts
Music cassette	n/a	music recorded on tape cassette
Music LP	n/a	music recorded on long playing vinyl
Music recording	n/a	
Music score		written composition of music notes and staves
Serial		
Spoken word		(see audiobook)
Visual materials		(see Blu-Ray, DVD)



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FORMATS listed alphabetically with associated Material Types:

<i>FORMAT (Bib Level) assigned by LC</i>	<i>MATERIAL TYPE (Item Level)</i>
3d artifacts/objects	Equipment Realia
Archival Materials	eDocument Special Book
Audiobook	Audiobook eAudio eAudiobook
Audiobook CD	BkonCD Ad Fic BkonCD Ad NF BkonCD Juv Fic BkonCD Juv NF BkonCD Fic BkonCD NF
Audiobook cassette	Audiocassette BkonTape Ad Fic BkonTape Ad NF BkonTape Ad NF BkonTape Fic BkonTape NF BkonTape Juv Fic BkonTape Juv NF
Audiobook player	Playaway
Blu-ray	DVD Blu-Ray
Book	3day Reserve 7-day Beginning Chapter Beginning Reader Bk w/CD Bk w/Tape Biography Board book Dual Enrollment Easy Fiction Graphic Novel Hardback Juv Fic Juv NF Local History NonFiction Paperback Picture book Reference Reserve Special Book YA Fiction YA Nonfiction



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Computer program	CD-ROM Software
DVD	Distance Learning DVD
DVD	DVD
DVD	DVD Fic
DVD	DVD NF
Ebook	eBook
eVideo	eVideo
Kit	Kit
Large print	Large Print
Microform	Microform
Music CD	Music CD
Periodical	Periodical
Picture	eImage
Videocassette	Video Ad Fic Video Ad NF Video Fiction Video NonFiction Video Juv Fic Video Juv NF



CHAPTER 3

EDITING ITEMS

To edit an item, staff must be logged in and search the online catalog.
After searching the title, select “Edit item.”

Title: The vampire Armand
Author: Rice Anne 1941-
Publisher: Alfred A Knopf
Date: 1998

[Book \(3 of 3 available\)](#)

Location (3)	Format	Call Number	Status	Details	Hold	List	SMS	Edit Item
Gadsden - Wallace Drive Campus - Book - Collection	Book	PS3568.I265 V25 1998 (Fiction)	● Available	i				Edit Item
NWSCC - Shoals Campus - Book	Book	PS 3568 .I265 V25 1998 (Fiction)	● Available	i				Edit Item
Scottsboro Public Library - Adult - Fiction	Book	F Ric (Paperback)	● Available	i				Edit Item

Or open the full bib record. Under Where to Find It, select “Edit Item” for your location.

All Headings search word by : All Headings
9781442487468

MARC Display Details **Where To Find It** More About This Title

If multiple item holdings appear, only edit your location. **Do not edit items at other member locations.**

Where To Find It

Location	Call Number	Status	SMS	Edit Item
GadsdenSCC eBook - EBSCO	(eBook)	● Online		Edit Item
Northeast AL Comm College - eBook - EBSCO	(eBook)	● Online		Edit Item
SneadSCC eBook - EBSCO	(eBook)	● Online		Edit Item

The edit item template will open. Make changes and SUBMIT to save.

If multiple item holdings appear, only edit your location.
Do not edit items at other member locations.



CHAPTER 3

DELETING ITEMS

To delete an item, open the edit item template.

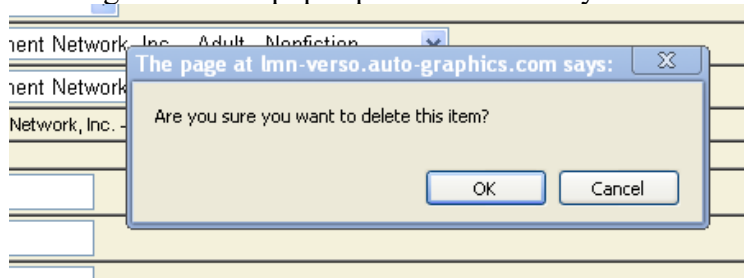
On the upper right corner, there is a button “Delete this Item”

Select to delete the item record.

A screenshot of the "Edit Item" form in the Library Management Network interface. The form contains fields for Title, Author, Barcode, Copy, Material Type, Current Location, Permanent Location, Owner Location, and Categories. The "Delete this Item" button is circled in red in the top right corner.

Field	Value
Title	Ernest Hemingway /
Author	Hays, Peter L.
Barcode	31566000725161
Copy	
Material Type	NonFiction
Current Location	Northeast AL Comm College - Books - Circulating
Permanent Location	Northeast AL Comm College - Books - Circulating
Owner Location	Northeast AL Comm College - Books - Circulating
Categories	

Clicking this button pops open a box to verify.



Clicking “OK” deletes the item entirely from the LMN database.

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## CHAPTER 3

If items of a particular status (ex. Missing, Deleted, etc.) need to be deleted, multiple items can be deleted all at one time in batch using Circ Reports > **Delete Item Exceptions** based on the specific status or location. “Exceptions” are the same as “Status.”

Many libraries need a count of deleted items at the end of a year, so it is best to obtain a count or list of deleted items **before** being removed from the database.

Please contact the LMN Office to submit these programs and **do not submit these reports yourself.**

After the items are deleted, then the report **Delete Bibs Without Items** can be submitted.

A screenshot of a web browser window showing the 'Delete Item Exception' form. The browser is Mozilla Firefox, and the URL is https://aws02-staff.auto-graphics.com/files/BuildFrameset.aspx?w=RDIL. The form has a title bar 'Delete Item Exception' and buttons for 'Submit', 'Reset', 'Close', and 'Help'. The form contains several fields: 'Item Exception:' with a dropdown menu open showing a list of statuses (In Process, At Bindery, Missing, Non Circulating, Discarded, PatronLost, Deleted, Claimed Returned, Lost and Paid, %, \*, Damaged, Online); 'Enter Start Date for Deletion:'; 'Enter Stop Date for Deletion:'; and 'Select Location:' with a dropdown menu. There are also two checkboxes on the right side of the form.

Delete Item Exception List of Statues



## CHAPTER 3

### COPY FIELD INFORMATION

The **Copy** field in an item record designates multiple copies of a title. In the online catalog, copy information displays after the call number. Because the barcode can serve as the unique or accession number, copy 1 information is no longer necessary.

If a copy 2 of a title is purchased and needs to be designated, enter just the numeral “2” in the **Copy** field of the item record. AG system automatically inserts “c.” prefix identifying designation for copy information in the online catalog.

### Where To Find It

| Location                                        | Call Number                       | Status                                                                 | SMS | Edit Item                 |
|-------------------------------------------------|-----------------------------------|------------------------------------------------------------------------|-----|---------------------------|
| Northeast AL Comm College - Books - Circulating | PR 502 .G76 1965 (NonFiction)     | <span style="color: yellow;">●</span> <a href="#">Due Date: 1/7/20</a> |     | <a href="#">Edit Item</a> |
| Northeast AL Comm College - Books - Circulating | PR 502 .G76 1965 c.3 (NonFiction) | <span style="color: green;">●</span> <a href="#">Available</a>         |     | <a href="#">Edit Item</a> |

### Copy Information Displayed in the Online Catalog

|                    |                                                                              |                                                          |
|--------------------|------------------------------------------------------------------------------|----------------------------------------------------------|
| Barcode            | <input type="text" value="31566000088859"/>                                  | <input type="checkbox"/> <b>Do Not Allow Circulation</b> |
| Copy               | <input type="text" value="3"/>                                               |                                                          |
| Material Type      | <input type="text" value="NonFiction"/>                                      |                                                          |
| Current Location   | <input type="text" value="Northeast AL Comm College - Books - Circulating"/> |                                                          |
| Permanent Location | <input type="text" value="Northeast AL Comm College - Books - Circulating"/> | <input type="button" value="Apply Cur"/>                 |
| Owner Location     | Northeast AL Comm College - Books - Circulating                              |                                                          |
| Categories         |                                                                              |                                                          |
| Prefix             | <input type="text"/>                                                         |                                                          |
| Suffix             | <input type="text"/>                                                         |                                                          |
| Item Call Number   | <input type="text" value="PR 502 .G76 1965"/>                                |                                                          |
| Status             | <input type="text" value="Available"/>                                       |                                                          |
| Cost               | <input type="text" value="\$15.00"/>                                         |                                                          |
| Alternate ID       | <input type="text"/>                                                         |                                                          |
| Comment            | <input type="text"/>                                                         |                                                          |
| Circ Note          | <input type="text"/>                                                         |                                                          |

### Copy Field in the Item Record



## CHAPTER 3

### ENUMERATION FIELD INFORMATION

The AG system will insert prefixes automatically, such as a “v.” before the volume number, “pt.” before a part, and “no.” before an issue. No spaces should be entered.

The Volume field displays after the call number in the online catalog. To enter volume information, just enter the number, i.e., “2” in the Volume field of the item record.

For displaying in the online catalog, the system counts 1, 11, 111, 2, 22, 222, 3, 33, 333, etc., not 1, 2, 5, 10, 25, 36.

Volume numbers should be added in a consistent manner. Spaces are appropriate after years or between elements.

The following specifications are allowed for monographic items:

|            |                                                                |
|------------|----------------------------------------------------------------|
| 36         | volume number                                                  |
| v.35 n.1   | volume, (no space), number, (space), number, (no space) number |
| 2          | part number                                                    |
| 4          | book number                                                    |
| 2006       | year                                                           |
| 1986-1988  | year, dash, year (for multiple years)                          |
| 1991 c.2   | year, (space), copy, (no space), number                        |
| 1901 Index | year ,(space), supplement information                          |

| 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 the 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<br>pt.99 sup.T 8B (NonFiction) |



## CHAPTER 3

### Enumeration

Enter months and/or years using the following **correct** format (no spaces):

Correct Examples: 1962-1970  
JAN-MAR

Incorrect formats:  
1962 - 1970  
1962-70  
1962 - 1970  
Jan-Mar  
JAN - MAR  
Jan – Mar

Example in online catalog:

## Where To Find It

| Add New Item Record                                    |                                          |                       |   |           |
|--------------------------------------------------------|------------------------------------------|-----------------------|---|-----------|
| Location                                               | Call Number                              | Status                |   |           |
| Gadsden - McClellan Center - Reference<br>- Collection | [REF] PR502 .C85 1992 v.1<br>(Reference) | <u>NonCirculating</u> | ● | Edit Item |
| Gadsden - McClellan Center - Reference<br>- Collection | [REF] PR502 .C85 1992 v.2<br>(Reference) | <u>NonCirculating</u> | ● | Edit Item |
| Gadsden - McClellan Center - Reference<br>- Collection | [REF] PR502 .C85 1992 v.3<br>(Reference) | <u>NonCirculating</u> | ● | Edit Item |
| Gadsden - McClellan Center - Reference<br>- Collection | [REF] PR502 .C85 1992 v.4<br>(Reference) | <u>NonCirculating</u> | ● | Edit Item |
| Gadsden - McClellan Center - Reference<br>- Collection | [REF] PR502 .C85 1992 v.5<br>(Reference) | <u>NonCirculating</u> | ● | Edit Item |
| Gadsden - McClellan Center - Reference<br>- Collection | [REF] PR502 .C85 1992 v.6<br>(Reference) | <u>NonCirculating</u> | ● | Edit Item |
| Gadsden - McClellan Center - Reference<br>- Collection | [REF] PR502 .C85 1992 v.7<br>(Reference) | <u>NonCirculating</u> | ● | Edit Item |
| Gadsden - McClellan Center - Reference<br>- Collection | [REF] PR502 .C85 1992 v.8<br>(Reference) | <u>NonCirculating</u> | ● | Edit Item |

Volume Information Displayed in the Online Catalog



## CHAPTER 3

|                    |                                                       |                                                   |
|--------------------|-------------------------------------------------------|---------------------------------------------------|
| Title              | Critical survey of poetry : English language series / |                                                   |
| Author             | Beacham, Walton                                       |                                                   |
| <b>Field</b>       | <b>Value</b>                                          |                                                   |
| Barcode            | <input type="text" value="32305001027601"/>           | <input type="checkbox"/> Do Not Allow Circulation |
| Copy               | <input type="text"/>                                  |                                                   |
| Material Type      | Reference ▼                                           |                                                   |
| Current Location   | Gadsden - McClellan Center - Reference - Collection ▼ |                                                   |
| Permanent Location | Gadsden - McClellan Center - Reference - Collection ▼ |                                                   |
| Owner Location     | Gadsden - McClellan Center - Reference - Collection   |                                                   |
| Categories         |                                                       |                                                   |
| Prefix             | <input type="text"/>                                  |                                                   |
| Suffix             | <input type="text"/>                                  |                                                   |
| Item Call Number   | <input type="text" value="[REF] PN1111 .C7"/>         |                                                   |
| Status             | Non-Circulating ▼                                     |                                                   |
| Cost               | <input type="text" value="\$303.00"/>                 |                                                   |
| Alternate ID       | <input type="text"/>                                  |                                                   |
| Comment            | <input type="text"/>                                  |                                                   |
| Circ Note          | <input type="text"/>                                  |                                                   |

| Enumeration |                                  |
|-------------|----------------------------------|
| Caption     | Value                            |
| Volume      | <input type="text" value="1-8"/> |
| Issue       | <input type="text"/>             |
| Part        | <input type="text"/>             |
| Supplement  | <input type="text"/>             |
| Other       | <input type="text"/>             |

Volume Field in the Item Record



## CHAPTER 3

### OTHER FIELD INFORMATION

Use the **Other** field in the item record for multiple year designations or additional information. Enter the single year in four digits or the range of years separated with a dash.

| Location                                                | Call Number                 |                              |  |
|---------------------------------------------------------|-----------------------------|------------------------------|--|
| Scottsboro Public Library - Reference - Adult Reference | R 973 1493-1754 (Reference) | <a href="#">LIB USE ONLY</a> |  |
| Scottsboro Public Library - Reference - Adult Reference | R 973 1755-1783 (Reference) | <a href="#">LIB USE ONLY</a> |  |
| Scottsboro Public Library - Reference - Adult Reference | R 973 1784-1796 (Reference) | <a href="#">LIB USE ONLY</a> |  |
| Scottsboro Public Library - Reference - Adult Reference | R 973 1797-1820 (Reference) | <a href="#">LIB USE ONLY</a> |  |
| Scottsboro Public Library - Reference - Adult Reference | R 973 1821-1832 (Reference) | <a href="#">LIB USE ONLY</a> |  |

#### Other Information Displayed in the Online Catalog

| Enumeration |           |
|-------------|-----------|
| Caption     | Value     |
| Volume      |           |
| Issue       |           |
| Part        |           |
| Supplement  |           |
| Other       | 1977-1986 |

#### Other Field in the Item Record

| Location                                              | Call Number                                    |                              |  |
|-------------------------------------------------------|------------------------------------------------|------------------------------|--|
| Gadsden - McClellan Center - Reference - Collection   | [REF] PN3451 .C75 1984 Supplement (Reference)  | <a href="#">Available</a>    |  |
| Gadsden - McClellan Center - Reference - Collection   | [REF] PN3451 .C722 1984 Supplement (Reference) | <a href="#">Available</a>    |  |
| NWSCC - Phil Campbell Campus - Reference - Collection | REF PR 821 .C7 Supplement (Reference)          | <a href="#">Lib Use Only</a> |  |
| NWSCC - Shoals Campus - Reference - Collection        | REF PR 821 .C7 1987 Supplement (Reference)     | <a href="#">Lib Use Only</a> |  |

#### Other Information Displayed in the Online Catalog

| Caption    |            |
|------------|------------|
| Volume     |            |
| Issue      |            |
| Part       |            |
| Supplement |            |
| Other      | Supplement |

#### Other Field in the Item Record



## CHAPTER 3

### TRANSFERRING ITEM RECORDS

To take advantage of the icons, wording, and status in the online catalog, the database requires separate bib records for:

- DVD and Blu-ray
- eBook and book
- book and large print

When an item gets attached incorrectly to a bib record, the item can be transferred - so as to not lose any circulation transactions. The first example is of a bib record with items for both DVD and Blu-Ray. Because the first bib record has an icon for Blu-Ray, the DVD item - needs to be moved to the DVD bib record.

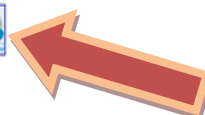


**Title:** War horse [videorecording] / Dreamworks Pictures and Reliance Entertainment present an Amblin Entertainment/Kennedy/Marshall Company production ; produced by Steven Spielberg ; screenplay by Lee Hall and Richard Curtis ; directed by Steven Spielberg.

**Uniform Title:** War horse (Motion picture)

**Date:** 2012.

**Publisher:** [United States] : Touchstone Home Entertainment ; Burbank, CA : distributed by Buena Vista Home Entertainment,



#### Location - Blu-ray (1)

| <a href="#">Library Management Network, Inc.</a>    |                                              | 2 Total Copies, 2 Available. | <a href="#">Place Hold</a> |
|-----------------------------------------------------|----------------------------------------------|------------------------------|----------------------------|
| Location                                            | Call Number                                  | Availability                 |                            |
| Gadsden - Valley Street Campus - Video - Collection | [Blu-ray] PN1997.2 .W37<br>2012 (DVD Ad Fic) | Available                    | ●                          |
| Gadsden - Valley Street Campus - Video - Collection | [DVD] PN1997.2 .W37<br>2012 (DVD Ad Fic)     | Available                    | ●                          |



**Title:** War horse [videorecording] / Dreamworks Pictures and Reliance Entertainment present ; an Amblin Entertainment, Kennedy/Marshall Company production ; a Steven Spielberg film ; produced by Steven Spielberg, Kathleen Kennedy ; screenplay by Lee Hall and Richard Curtis ; directed by Steven Spielberg.

**Uniform Title:** War horse (Motion picture)

**Date:** 2012.

**Publisher:** [Burbank, CA] : Touchstone Home Entertainment : Distributed by Buena Vista Home Entertainment,



#### Location - DVD (1)

| <a href="#">Library Management Network, Inc.</a> |                                          | 1 Total Copies, 1 Available. | <a href="#">Place Hold</a> |
|--------------------------------------------------|------------------------------------------|------------------------------|----------------------------|
| Location                                         | Call Number                              | Availability                 |                            |
| Gadsden - Ayers Campus - Video - Collection      | [DVD] PN1997.2 .W37<br>2012 (DVD Ad Fic) | Available                    | ●                          |



## CHAPTER 3

How to transfer: Tile both bib records in AGcat

Source: LMN - AGCN=318138, Record Type = VM War horse

|                      |     |                                                                                                                                                                                                                                    |                              |
|----------------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 650 Subj Topical     | . 0 | a Human-animal-relationships                                                                                                                                                                                                       | v Drama.                     |
| 650 Subj Topical     | . 0 | a World-War, 1914-1918                                                                                                                                                                                                             | v Drama.                     |
| 700 Other Author     | 1.  | a Spielberg, Steven, d 1946-                                                                                                                                                                                                       | e producer, e director.      |
| 700 Other Author     | 1.  | a Kennedy, Kathleen, d 1954-                                                                                                                                                                                                       | e producer.                  |
| 700 Other Author     | 1.  | a Hall, Lee, d 1966-                                                                                                                                                                                                               | e author-of-screenplay, etc. |
| 700 Other Author     | 1.  | a Curtis, Richard, d 1956-                                                                                                                                                                                                         | e author-of-screenplay, etc. |
| 700 Other Author     | 1.  | a Irvine, Jeremy, d 1990-                                                                                                                                                                                                          | e actor.                     |
| 700 Other Author     | 1.  | a Thewlis, David, d 1963-                                                                                                                                                                                                          | e actor.                     |
| 700 Other Author     | 1.  | a Watson, Emily, d 1967-                                                                                                                                                                                                           | e actor.                     |
| 700 Other Author     | 1.  | a Mullan, Peter, e actor.                                                                                                                                                                                                          |                              |
| 700 Other Author     | 1.  | a Kebbell, Toby, e actor.                                                                                                                                                                                                          |                              |
| 700 Other Author     | 1.  | a Cumberbatch, Benedict, d 1976-                                                                                                                                                                                                   | e actor.                     |
| 700 Other Author     | 1.  | a Williams, John, d 1932-                                                                                                                                                                                                          | e composer.                  |
| 700 Other Author     | 1.  | a Morpurgo, Michael, t War-horse.                                                                                                                                                                                                  |                              |
| 710 Other Corp. Name | 2.  | a Dreamworks-Pictures.                                                                                                                                                                                                             |                              |
| 710 Other Corp. Name | 2.  | a Reliance-Entertainment.                                                                                                                                                                                                          |                              |
| 710 Other Corp. Name | 2.  | a Amblin-Entertainment(Firm)                                                                                                                                                                                                       |                              |
| 710 Other Corp. Name | 2.  | a Kennedy/Marshall-Company.                                                                                                                                                                                                        |                              |
| 710 Other Corp. Name | 2.  | a Touchstone-Home-Entertainment(Firm)                                                                                                                                                                                              |                              |
| 710 Other Corp. Name | 2.  | a Buena-Vista-Home-Entertainment(Firm)                                                                                                                                                                                             |                              |
| HLD                  |     | i 32305001534994 t DVD-Ad-Fic i Gadsden--Ayers-Campus--Video--Collection b Gadsden--Ayers-Campus--Video--Collection h [DVD]-PN1997.2-.W37-2012 u Available g 19.99 a GADSDENSCC e Gadsden--Ayers-Campus--Video--Collection f 0 5 0 |                              |

Source: LMN - AGCN=538891, Record Type = VM War horse

|                      |     |                                                                                                                                                                                                                                                             |          |
|----------------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 650 Subj Topical     | . 0 | a World-War, 1914-1918                                                                                                                                                                                                                                      | v Drama. |
| 655 Genre/Form       | . 7 | a Feature-films.                                                                                                                                                                                                                                            | 2 lcgt   |
| 655 Genre/Form       | . 7 | a Video-recordings-for-the-hearing-impaired.                                                                                                                                                                                                                | 2 lcgt   |
| 655 Genre/Form       | . 0 | a Blu-ray.                                                                                                                                                                                                                                                  |          |
| 655 Genre/Form       | . 7 | a Films-for-the-hearing-impaired.                                                                                                                                                                                                                           | 2 lcgt   |
| 700 Other Author     | 1.  | a Spielberg, Steven, d 1946-                                                                                                                                                                                                                                |          |
| 700 Other Author     | 1.  | a Hall, Lee, d 1966-                                                                                                                                                                                                                                        |          |
| 700 Other Author     | 1.  | a Curtis, Richard, d 1956-                                                                                                                                                                                                                                  |          |
| 700 Other Author     | 1.  | a Cumberbatch, Benedict, d 1976-                                                                                                                                                                                                                            |          |
| 700 Other Author     | 1.  | a Thewlis, David, d 1963-                                                                                                                                                                                                                                   |          |
| 700 Other Author     | 1.  | a Watson, Emily, d 1967-                                                                                                                                                                                                                                    |          |
| 700 Other Author     | 1.  | a Morpurgo, Michael, t War-horse.                                                                                                                                                                                                                           |          |
| 710 Other Corp. Name | 2.  | a Dreamworks-Pictures.                                                                                                                                                                                                                                      |          |
| 710 Other Corp. Name | 2.  | a Reliance-Entertainment.                                                                                                                                                                                                                                   |          |
| 710 Other Corp. Name | 2.  | a Amblin-Entertainment(Firm)                                                                                                                                                                                                                                |          |
| 710 Other Corp. Name | 2.  | a Kennedy/Marshall-Company.                                                                                                                                                                                                                                 |          |
| 710 Other Corp. Name | 2.  | a Touchstone-Home-Entertainment(Firm)                                                                                                                                                                                                                       |          |
| 710 Other Corp. Name | 2.  | a Buena-Vista-Home-Entertainment(Firm)                                                                                                                                                                                                                      |          |
| HLD                  |     | i 32305001544480 t DVD-Ad-Fic i Gadsden--Valley-Street-Campus--Video--Collection b Gadsden--Valley-Street-Campus--Video--Collection h [Blu-ray]-PN1997.2-.W37-2012 u Available g 15 a GADSDENSCC e Gadsden--Valley-Street-Campus--Video--Collection f 0 5 0 |          |
| HLD                  |     | i 32305001544498 t DVD-Ad-Fic i Gadsden--Valley-Street-Campus--Video--Collection b Gadsden--Valley-Street-Campus--Video--Collection h [DVD]-PN1997.2-.W37-2012 u Available g 15 a GADSDENSCC e Gadsden--Valley-Street-Campus--Video--Collection f 0 5 0     |          |

Once tiled, display the Holdings tags at the **top** of the bib records.

Source: LMN - AGCN=538891, Record Type = VM War horse

|                     |     |                                                                                                                                                                                                                                                               |  |
|---------------------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| HLD                 |     | i 32305001544498 t DVD-Ad-Fic i Gadsden--Valley-Street-Campus--Video--Collection b Gadsden--Valley-Street-Campus--Video--Collection h [DVD]-PN1997.2-.W37-2012 u Available g 15 a GADSDENSCC e Gadsden--Valley-Street-Campus--Video--Collection f 0 5 0       |  |
| HLD                 |     | i 32305001544480 t DVD-Ad-Fic i Gadsden--Valley-Street-Campus--Video--Collection b Gadsden--Valley-Street-Campus--Video--Collection h [Blu-ray]-PN1997.2-.W37-2012 u Available g 15 a GADSDENSCC e Gadsden--Valley-Street-Campus--Video--Collection f 0 5 0   |  |
| LDR Leader          |     | .....cgm.....la.....                                                                                                                                                                                                                                          |  |
| UDB                 |     | c 0                                                                                                                                                                                                                                                           |  |
| 001 Control Nbr.    |     | LMN538891                                                                                                                                                                                                                                                     |  |
| 003 Control Nbr. ID |     | CPomAG                                                                                                                                                                                                                                                        |  |
| 005 Latest Trans.   |     | 20130129063339.0                                                                                                                                                                                                                                              |  |
| 007 Phys. Desc.     |     | vd-csaizq                                                                                                                                                                                                                                                     |  |
| 008 Fixed Field     |     | 120320p20122011xxu146.....vlenq-d                                                                                                                                                                                                                             |  |
| 024 Other Stand. ID | 1.  | a 786936824476                                                                                                                                                                                                                                                |  |
| 028 Publisher Nbr.  | 42  | a 109596 b Touchstone-Home-Entertainment                                                                                                                                                                                                                      |  |
| 035 Sys Control Nbr | ..  | a [OCoLC]780717268 z [OCoLC]782929287                                                                                                                                                                                                                         |  |
| 041                 | 1.  | a eng a spa a fre j fre j spa h eng                                                                                                                                                                                                                           |  |
| 050 LC Call Nbr.    | . 4 | a PN1997.2 b .W37-2012                                                                                                                                                                                                                                        |  |
| 082 Dewey Call Nbr. | 0.4 | a 791.43/72 2 23                                                                                                                                                                                                                                              |  |
| 245 Title           | 10  | a War-horse h [videorecording]/- c Dreamworks-Pictures-and-Reliance-Entertainment-present-an-Amblin-Entertainment/Kennedy/Marshall-Company-production::produced-by-Steven-Spielberg::screenplay-by-Lee-Hall-and-Richard-Curtis::directed-by-Steven-Spielberg. |  |
| 250 Edition         | ..  | a Videscreen.                                                                                                                                                                                                                                                 |  |
| 260 Imprint         | ..  | a [United-States]: b Touchstone-Home-Entertainment: a Burbank, CA: b distributed-by-Buena-Vista-Home-Entertainment, c 2012.                                                                                                                                   |  |
| 300 Description     | ..  | a 1-videodisc-[146-minutes]: b sound., color: c 4-3/4-inches+ e 1-DVD-videodisc[sound., color: 4-3/4-inches]                                                                                                                                                  |  |
| 500 General Note    | ..  | a Title from container.                                                                                                                                                                                                                                       |  |
| 600 General Note    | ..  | a Based on the novel by Michael Morpurgo                                                                                                                                                                                                                      |  |

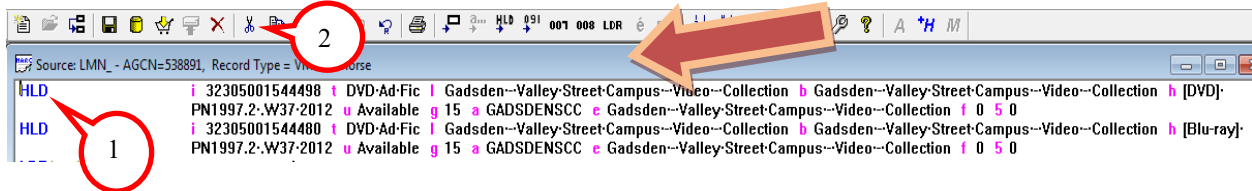
Source: LMN - AGCN=318138, Record Type = VM War horse

|            |  |                                                                                                                                                                                                                                    |  |
|------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| HLD        |  | i 32305001534994 t DVD-Ad-Fic i Gadsden--Ayers-Campus--Video--Collection b Gadsden--Ayers-Campus--Video--Collection h [DVD]-PN1997.2-.W37-2012 u Available g 19.99 a GADSDENSCC e Gadsden--Ayers-Campus--Video--Collection f 0 5 0 |  |
| LDR Leader |  | .....cgm.....la.....                                                                                                                                                                                                               |  |
| UDB        |  | c 0                                                                                                                                                                                                                                |  |



## CHAPTER 3

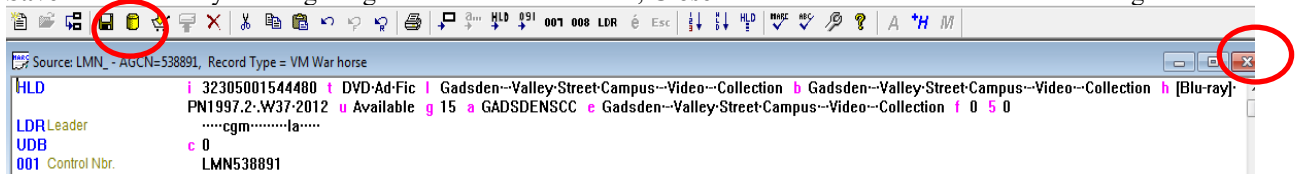
Highlight the blue line of the bib record that will LOSE the holding.  
Place cursor on the exact HLD line to be moved  
Then select Edit > Cut or CTRL+X or scissors



The item will be removed from that bib record.

Save to Database by clicking the gold barrel.

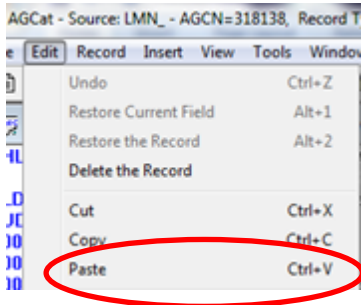
Then, Close the first bib record that Lost the holding.



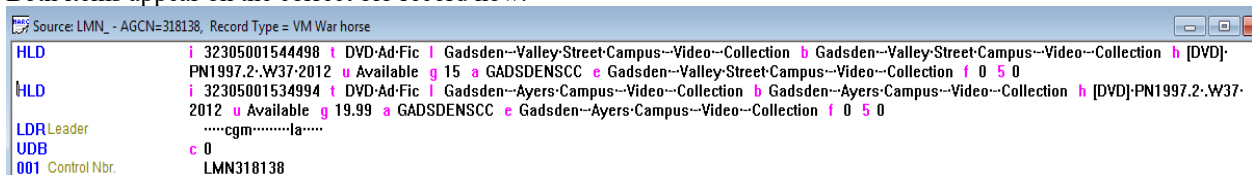
Now highlight the blue line of the second bib record to GAIN the holding.



Select Edit > Paste or CTRL + V and the removed item (HLD) is inserted into the correct bib.



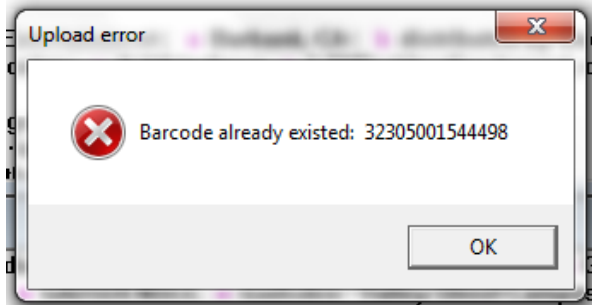
Both items appear on the correct bib record now.



Save to Database by clicking the gold barrel.

## CHAPTER 3

This message may appear when trying to save the second bib record.



The message occurs when the first bib record remains open and was not closed. Close the first bib record. And then save the second bib record to not get this message.

Verify work:



**Title:** War horse [videorecording] / Dreamworks Pictures and Reliance Entertainment present ; an Amblin Entertainment, Kennedy/Marshall Company production ; a Steven Spielberg film ; produced by Steven Spielberg, Kathleen Kennedy ; screenplay by Lee Hall and Richard Curtis ; directed by Steven Spielberg.

**Uniform Title:** War horse (Motion picture)

**Date:** 2012.

**Publisher:** [Burbank, CA] : Touchstone Home Entertainment : Distributed by Buena Vista Home Entertainment,



| Location - DVD (1)                                  |                                       |                                                      |
|-----------------------------------------------------|---------------------------------------|------------------------------------------------------|
| <a href="#">Library Management Network, Inc.</a>    |                                       | 2 Total Copies, 2 Available. <span>Place Hold</span> |
| Location                                            | Call Number                           | Availability                                         |
| Gadsden - Ayers Campus - Video - Collection         | [DVD] PN1997.2 .W37 2012 (DVD Ad Fic) | Available ●                                          |
| Gadsden - Valley Street Campus - Video - Collection | [DVD] PN1997.2 .W37 2012 (DVD Ad Fic) | Available ●                                          |



**Title:** War horse [videorecording] / Dreamworks Pictures and Reliance Entertainment present an Amblin Entertainment/Kennedy/Marshall Company production ; produced by Steven Spielberg ; screenplay by Lee Hall and Richard Curtis ; directed by Steven Spielberg.

**Date:** 2012.

**Publisher:** [United States] : Touchstone Home Entertainment ; Burbank, CA : distributed by Buena Vista Home Entertainment,



| Location - Blu-ray (1)                              |                                           |                                                      |
|-----------------------------------------------------|-------------------------------------------|------------------------------------------------------|
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