

ADDING AN ITEM

1a) Search (**F2** key) for the Bib Record and send it (**F10** key) to the **Copy/Item List**

or

1b) After saving a newly created bib record, click on the **ITEMS** button (or hit the **F5** or **F6** keys)

2) Click on the **NEW** button (or hold down the **ALT** key and hit the **N** key)

3) Fill in each field in the "**Edit Items Window**" as needed and save

- do not use the **ENTER** key to move from field to field; use the **TAB** or **UP/DOWN ARROW** keys instead, or use the mouse to click on the desired field)

- the following fields must be used in order for the item record to be saved:
Item Type, Item Barcode, Location, Collection, and Item Status)

ADDING ADDITIONAL ITEMS

If your library already has an item attached to the bib record, it can be used to create a new, additional item. The new item record will already contain the same information as the original item record - except the "**Barcode**" field will be blank and, in some cases, the code in the "**Item Status**" field will be different.

1) From the "**List Item**" window, select your library's item (*be sure only one item is selected*)

2) From the "File" menu, choose "**Copy Record**" (or hit the following keys: **ALT F Y**)

3) In the "**Edit Items Window**," enter a barcode for the item, make changes in the other fields as needed, and save

ITEM TYPE: The "ITYPE" determines the circulation rules for the item being entered. For a list of valid codes, click on the **CODES** button (or place the cursor in the field, click the right mouse button and select "**Code Lookup...**").

ITEM BARCODE: Horizon accepts basically anything in this field, as long as it's unique and not made up of more than 15 characters. *Because the system does not check the validity of a barcode, do not assume that it has been entered correctly just because Horizon accepted it.* In addition, Horizon will not automatically produce "dummy" or system-generated barcodes. It is up to each library to decide what to put in this field when entering "on-order" or non-barcoded items.

LOCATION: Enter the three-letter code for your library. For a list of valid codes, click on the **CODES** button (or place the cursor in the field, click the right mouse button and select "**Code Lookup...**").

COLLECTION: For a list of valid codes, click on the **CODES** button (or place the cursor in the field, click the right mouse button and select "**Code Lookup...**").

CALL TYPE: In most cases, this field can be left blank - the default **Call Type** assigned to the code you entered in the **COLLECTION** field will be used. Use this field **ONLY** if you want to assign a different **Call Type**. For a list of valid codes, click on the **CODES** button (or place the cursor in the field, click the right mouse button and select "**Code Lookup...**").

CALL NO.:

COPY STATEMENT:

SERIAL VOLUME NO.:

SOURCE:

PRICE:

ITEM NOTE: Press the **CTRL** and **ENTER** keys to move to a new line.

ITEM STATUS: For a list of valid codes, click on the **CODES** button (or place the cursor in the field, click the right mouse button and select "**Code Lookup...**"). To set the status of an item to "**on order**," use "**oo**" ("**r**" is used by Horizon's Acquisitions function). The "**checkin**" status cannot be used.

CHECKIN NOTE: Use this field for information you want displayed when the item is checked in and checked out. (At **Checkin**, the note will appear with two buttons: **OKAY** and **Clear Note**. To keep the checkin note in the item record, be sure the **OKAY** button is clicked. Clicking on the **Clear Note** button will eliminate the checkin note from the record.)

INTERNAL NOTE: Information entered in this field will not appear in **HIP**. Press the **CTRL** and **ENTER** keys to move to a new line.

STAFF ONLY: Check this box if you do not want the item to appear in **HIP**.