

## PATRON REQUESTS -- CREATING ITEM RECORDS in ALEPH FOR UNCATALOGED MATERIALS RECEIVED IN *HULPR*

Revised: 5 January 2004

1. Open the **Aleph Cataloging** module.
2. On the **Search tab (binoculars icon)**, use the “**Find**” search to bring up the **correct bibliographic record**.
  - Set one of your Basic Query search boxes to “WS-Number: HULPR” to scan the old HOLLIS number inventory barcodes. This selection will persist until changed.
3. **Verify that the correct bibliographic record is open in the lower right pane.**
4. Click the “**Item Tab**” button in the lower right corner of your screen to push the record to the Items tab.
5. Click the “New” button to add an item record for the piece in hand.
  - *Client default settings should be set to fill the following on Tab 3. General Information (2):*
    - **OPAC Note:**                    **Ordered--received**
    - **Circ. Note:**                    **SEND FOR CATALOG REVIEW**
  - *Client default settings should be set to fill the following on Tab 2. General Information (1):*
    - **Sublibrary:**                    **WID**
    - **Collection:**                    **GEN**
    - **Material Type:**                *[default is **BOOK** -- update as needed for non-book formats]*
    - **Item Status:**                 *[default is **01** for normal loan – update as needed for special loan restrictions]*
6. **Click on the Arrow at the end of the “Hol. Link” field and double click on the Holdings record number labeled as WID GEN.** It is important to link an existing uncataloged Holdings record to the new item record.
  - If necessary, add information into other fields, such as the Description field; e.g. v.1
7. **Scan the item barcode.**
  - You will not need to click the **Update** button to save the record if your barcode scanner supplies a final “Enter” command automatically.
  - Notice that the new item record appears in the Items List (in the upper right pane) with a **check mark in the Notes column.**
8. Be sure to notice that the correct number of characters are showing up in the barcode column: 14 characters for a stacks barcode!
  - If you set the column width to show 7 numbers over 7 numbers, it is a quick visual check.