

ITEMS MODULE: Item List Header Configuration for Materials Management Staff

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In the Aleph Items module, the Item List window should be configured so that the following fields are displaying:

- ✓ **HOL+** (compilation of holdings record data: Sub-lib., Collection and Call number)
- ✓ **Sub-Lib Code** (which Harvard library owns the item)
- ✓ **Coll. Code** (collection code: WIDL, HD, or GEN for old Widener and uncataloged items)
- ✓ **Temp Loc** (temporarily assigned location)
- ✓ **Description** (former "piece level" information)
- ✓ **Copy no.** (copy number at a given location)
- ✓ **B-C** (item barcode: may be Aleph system-generated, Widener Stacks, or HD)
- ✓ **Notes** (3 fields from Tab 2 of the Item Form: OPAC note, Circ note, or Internal note)
- ✓ **Loans** (number of prior loans in Aleph)
- ✓ **Status** (loan rule: Regular loan, 7-day, or In-library use)

To change the default display:

1. Right-click anywhere on the gray Item List header containing the field names.
 - A configuration window will pop up with the available options.
2. Check the options outlined above, and uncheck all others.
 - If you identify a need for viewing any of the other fields, please share this information with your coworkers so that we can all benefit from your expertise.
3. Click OK to apply the changes.