




## Creating Items in CARLX

Items can be created in both CARLX and CARL Connect. CARLX is slightly more streamlined and includes our customized spine labels.

1. Start in Item Maintenance > Item Information or enter <F6>.
2. Select the appropriate Search Key from the dropdown menu and enter your Terms in the search box. Click the binoculars or click <Enter>.
  - a. *CARL BID* is the bibliographic number.
  - b. *ISBN* will only search for books.
  - c. *Matcher* should be used for searching by UPCs found on videos.
  - d. *Title Browse* shows results for titles starting with your search terms.
  - e. *Title Word* searches for keywords in a title, alternate title, or table of contents field.
  - f. *Item Number* is the item's barcode number.

Search

Key:  Term(s):    Searcher  Back

3. If more than one result is found, a results list window will appear. Highlight your item and click "Select Back" or double-click.
  - a. The bottom half of the screen includes tabs for MARC, Full Record (which is MARC without the code), and Items, which shows which other libraries have this title.

OWLSnet Libraries: title browse on '1q84'

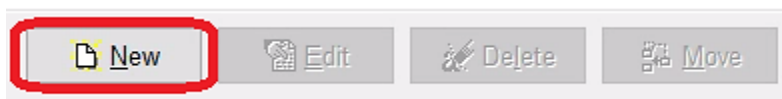
Select Back Print Previous Next

Title	Author	Call Number	Date	Format Terms	BID
1Q84 /	Murakami, Haruki, 1949-		2011	Book	293656
1Q84. English	Murakami, Haruki, 1949-		2013	Book	521246
1Q84 - Buch 1 & 2 [electronic resource] /	Murakami, Haruki		2014	eAudioBook	647354
1Q84. English	Murakami, Haruki, 1949-		2011	eBook	311583
1Q84 [sound recording] /	Murakami, Haruki, 1949-		2011	Audiobook on	311650
1s and 0s	Young Guns (Musical gro		2015	Music CD	462297
1s and 2s	Jocelyn, Marthe.		2011	Book	293764
1st 10 years	Old Iditerod Gang.		2014	Book	438595

Full Record Items MARC

**Author(s)** : [Murakami, Haruki, 1949-](#)  
**Title(s)** : 1Q84 / Haruki Murakami ; [translated from the Japanese by Jay Rubin and Philip Gabriel].  
**Other Title(s)** : 1Q84. English  
**Edition** : Vintage International edition.  
**Description** : 1157 pages ; 21 cm  
**Summary** : An ode to George Orwell's "1984" told in alternating male and female voices relates the stories of Aomame, an assassin for a secret organization who discovers that she has been transported to an alternate reality, and Tengo, a mathematics lecturer and novice writer.  
**Subject(s)** : [Man-woman relationships](#) Fiction.  
: [Man-woman relationships](#)\_fast (OCoLC)fst01007080

4. Click "New" along the bottom of the screen to add a new item to this bib.

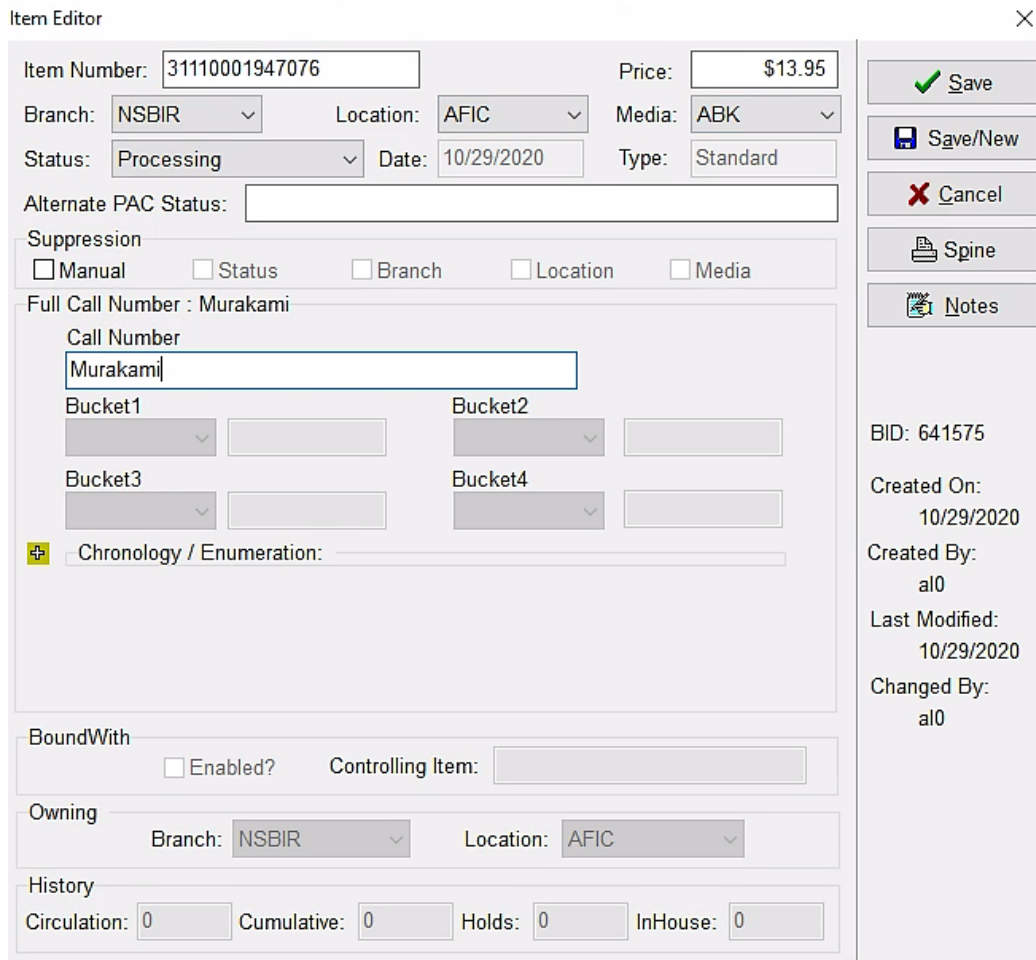


5. Select "Add a new item to this Bib record" and click "OK"



A dialog box titled "New Item" with a close button (X) in the top right corner. The main text reads "Please select one of the following options:". There are two radio button options: "Add a new item to this Bib record" (which is selected) and "Create a temporary record for this item". At the bottom, there are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.

6. Item Editor will display. Enter as much information as necessary. Item number is required.
- a. **Chronology and Enumeration** should be filled out if an item has volumes, such as magazines, or is part of a set, such as a graphic novel. For more, see below.
  - b. **Alternate PAC status** is a free text option that will replace the Status in the above dropdown in InfoSoup.
  - c. **Notes** can be entered by clicking the "Notes" button along the side.



The "Item Editor" form is displayed with a close button (X) in the top right corner. It contains the following fields and sections:

- Item Number:** 31110001947076
- Price:** \$13.95
- Branch:** NSBIR
- Location:** AFIC
- Media:** ABK
- Status:** Processing
- Date:** 10/29/2020
- Type:** Standard
- Alternate PAC Status:** (empty text field)
- Suppression:** Manual, Status, Branch, Location, Media (all unchecked)
- Full Call Number:** Murakami
- Call Number:** Murakami
- Bucket1, Bucket2, Bucket3, Bucket4:** Each has a dropdown menu and an adjacent text input field.
- Chronology / Enumeration:** (empty text field with a plus icon on the left)
- BoundWith:** Enabled? (unchecked), Controlling Item: (empty text field)
- Owning:** Branch: NSBIR, Location: AFIC
- History:** Circulation: 0, Cumulative: 0, Holds: 0, InHouse: 0

On the right side of the form, there is a vertical sidebar with the following buttons and information:

- Save** (green checkmark icon)
- Save/New** (floppy disk icon)
- Cancel** (red X icon)
- Spine** (book icon)
- Notes** (notepad icon)
- BID:** 641575
- Created On:** 10/29/2020
- Created By:** al0
- Last Modified:** 10/29/2020
- Changed By:** al0

7. Click "Spine" to print a spine label.
  - a. A new window will pop up with a preview. Click "Print."
8. Click "Save" along the right side.
  - a. "Save New" will save this item and create a new one.

### Chronology/Enumeration

Issue-level holds pull directly from this information, so the system-wide process will need to be standardized to achieve successful holds fulfillment. Use chronology and information for magazines, travel guides, graphic novels, and any other parts that are circulated separately.

To add Chronology/Enumeration:

1. Click the yellow arrow next to Chronology/Enumeration in Item Editor (see above).
2. After *Issue Date*, click the three dots to enter a date. Select the type of date most appropriate for the publication. Click "OK."
  - a. Select "Year" if there is not obvious date and enter the publication year.
    - i. Even if your item is a graphic novel, Issue Date must be added.

Select Issue Date

Seasonal  
 Month, Day, Year  
 Month, Year      Year:   
 Year

3. Enter descriptors into Enumeration for the issue.
  - a. The first box should be "v" or "n" or "p."
  - b. Enter the volume/number/part number in the second box.
  - c. If the item is broken down more than that, continue with enumeration

Chronology / Enumeration:

Issue Date:  ...

Enumeration:

1   2   3   4

4. Continue with item creation or click "Save" to save your item.