

Adding Items

Items can be created in both CARL-X and CARL Connect. CARL-X contains our customized spine labels.

CARL-X

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** can be used for searching by book ISBNs and UPCs found on videos and CDs.
 - 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: Title Browse Term(s): 1q84

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 Iditarod 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.

Adding Items



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



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 the old InfoSoup catalog.
 - c. **Notes** can be entered by click the “Notes” button along the side.

Adding Items

Item Editor ×

Item Number: Price:

Branch: Location: Media:

Status: Date: Type:

Alternate PAC Status:


Suppression
 Manual Status Branch Location Media

Full Call Number : Murakami

Call Number

Bucket1 Bucket2

Bucket3 Bucket4

 Chronology / Enumeration:

BoundWith
 Enabled? Controlling Item:

Owning
Branch: Location:

History
Circulation: Cumulative: Holds: InHouse:

Save
Save/New
Cancel
Spine
Notes

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.

Adding Items

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.

Adding Items

CARL Connect

1. Log in to CARL Connect Staff and start in Item Information.
2. Enter the BID in the “Enter Unique Bibliographic Identifier” search box or use “Bib Search” to find your bib (see Bib Searching to learn how to search CARL Connect Staff for bibs).
3. When you find your title, click Select Back.



The wind-up bird chronicle (1998)
By Murakami, Haruki

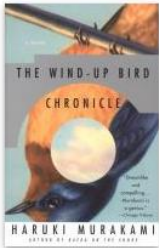
Not Available ([View All Locations](#))

Book

★★★★★

[Place Hold](#) [Add To List](#) [Select Back](#)

4. Verify your item matches the bib record. You can view the MARC record by clicking on “MARC Record” on the left side. See “Bib Searching” for help determining whether this bib matches your item.



Book

[Details](#)

[All Copies](#)

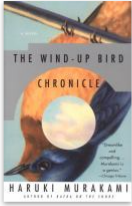
[You Might Also Like](#)

Total Holds: 0

[MARC Record](#)

5. When you are satisfied your item matches, click Select Back.

Adding Items



Book

The wind-up bird chronicle

by Murakami, Haruki

☆☆☆☆☆

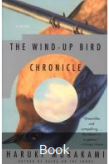
Place Hold
Add To List
Select Back

Summary

The Wind-Up Bird Chronicle is a tour de force--and one of


6. Click "Add Item" under the Title Details.

✓ Title Details - The wind-up bird chronicle /

 TOTAL # OF ITEMS: 4	TITLE	The wind-up bird chronicle /	DOWNLOADABLE	no
	AUTHOR	Murakami, Haruki, 1949-	PUBLICATION DATE	1998
	CALL NUMBER		ISBN	9780679775430
	Add Item			

7. Item Location Information will display. Enter as much information as necessary. Item Number, Branch, Status, Media are required.

- a. **Item Notes** notes can be entered by selecting Note Type from the dropdown menu and either selecting a Predefined Note Option from the dropdown menu or entering a Free Text Note.
- b. **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.

 Book	TITLE	The wind-up bird chronicle /		DOWNLOADABLE	no
	AUTHOR	Murakami, Haruki, 1949-	CALL NUMBER		PUBLICATION DATE

Location information

SCAN OR ENTER AN ITEM #	ITEM CALL NUMBER	LOCATION	BRANCH
31110006200083	Murakami	Adult New Readers	Appleton Public Library
STATUS	ALTERNATE ON SHELF DISPLAY STATUS		
On Shelf			
OWNING LOCATION	OWNING BRANCH		
Adult New Readers	Appleton Public Library		

Description

MEDIA	PRICE	SUPPRESSION
Book - Adult	24.99	manual <input type="checkbox"/>
NOTE TYPE	PREDEFINED NOTE OPTIONS	FREE TEXT NOTE
standard	- please select -	or <input type="text" value="enter note here"/>

8. Click Save Item at the bottom of the window.

Adding Items

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. Navigate to the Chronology and Enumeration section following Location Information.
2. From the Issue Date Format dropdown menu, select the type of date most appropriate for the publication.
 - a. If there is not an obvious date, then select “Year” and use the publication year.
 - i. Even if your item is a graphic novel, Issue Date must be added.
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 and Enumeration

Full call number:

ISSUE DATE FORMAT: year | YEAR: 2018 | issue date:

ENUMERATION: 1 v | 1 | 2 | | 3 | | 4 | |

cancel save item

4. Continue with item creation or click “Save Item” to save your item.