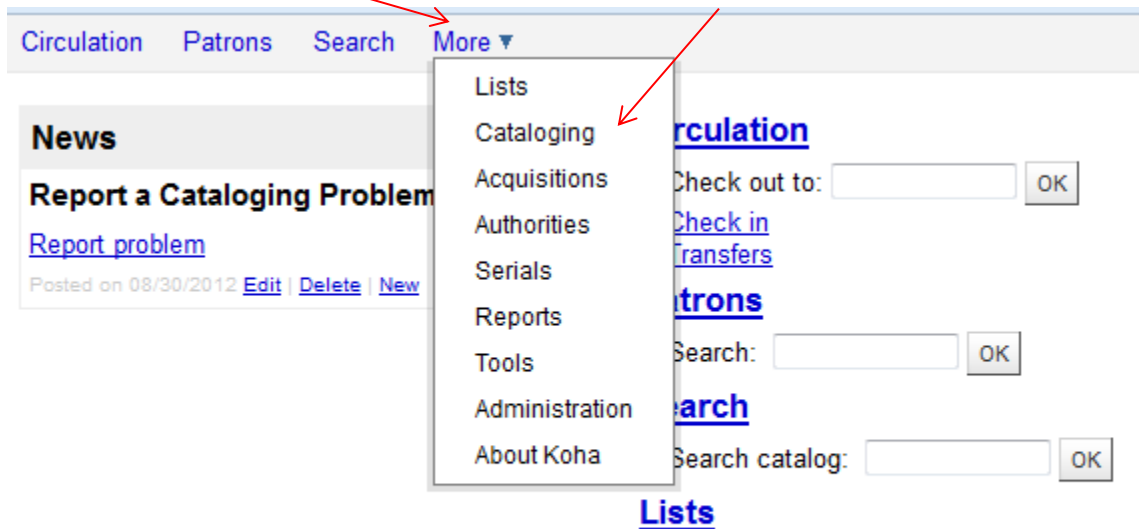


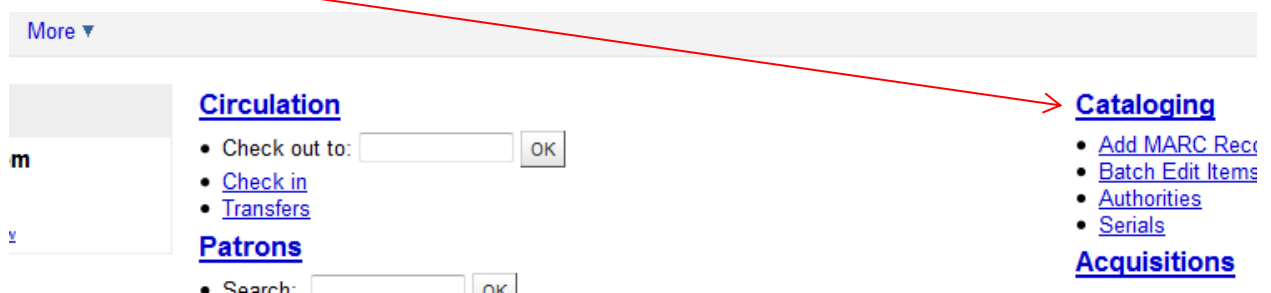
Setting session-level defaults for creating item records

A session level default allows the cataloger to prefill fields in an item record. For example, you can have source of classification, locations, replacement price, and item type set. You can save these defaults to use at a later date, or you can set the defaults just for the current session.

1. Click on the "More" button and select "Cataloging"



Or click on Cataloging from the menu on the right



2. Enter ISBN or other search term and click on submit button:

Search the catalog and the reservoir:

1591583527

[Cataloging Search](#) [Check Out](#)

3. Check to see if correct for item in hand. If ok, click on "Add Holdings". Note, if not found, do Z39.50 search.

1 result(s) found in catalog, 0 result(s) found in reservoir

Title	Location	preview	
Crash course in children's services / Peck, Penny. - 1591583527 (pbk : alk. paper) - Libraries Unlimited, - 2006 ; Westport, Conn. : - xii, 121 p. ; ; 28 cm.		MARC Card	Edit biblio Add holdings

Biblios in reservoir

4. The Add item form will display (note: if you can't see the form because there are lots of items already attached, just scroll down until you see it).

Add Item

p - Barcode *

0 - Withdrawn status

1 - Lost status

2 - Source of classification or shelving scheme *

3 - Materials specified (bound volume or other part)

4 - Damaged status

5 - Use restrictions

7 - Not for loan

8 - Collection code

C - Permanent shelving location

K - Cataloging Status

a - Permanent location *

b - Current location *

c - Shelving location *

d - Date acquired *

e - Source of acquisition

f - Coded location qualifier

g - Cost, normal purchase price

h - Serial Enumeration / chronology

i - Supressed

j - Shelving control number

k - Other item status

o - Full call number *

t - Copy number

u - Uniform Resource Identifier

v - Cost, replacement price *

w - Price effective from

x - Non-public note

y - Koha item type *

z - Public note

- From Add item form fill in any field that will be the same for all items that you are cataloging (normally this would NOT include barcode or call number as these would change for each item):

p - Barcode *	<input type="text"/>
0 - Withdrawn status	<input type="text"/>
1 - Lost status	<input type="text"/>
2 - Source of classification or shelving scheme *	Library of Congress Classification
3 - Materials specified (bound volume or other part)	<input type="text"/>
4 - Damaged status	<input type="text"/>
5 - Use restrictions	<input type="text"/>
7 - Not for loan	<input type="text"/>
8 - Collection code	<input type="text"/>
C - Permanent shelving location	<input type="text"/>
K - Cataloging Status	<input type="text"/>
a - Permanent location *	CLIC Library (C000)
b - Current location *	CLIC Library (C000)
c - Shelving location *	TO BE DETERMINED
d - Date acquired *	2011-07-10
e - Source of acquisition	D. Miller Gift
f - Coded location qualifier	<input type="text"/>
g - Cost, normal purchase price	<input type="text"/>
h - Serial Enumeration / chronology	<input type="text"/>
i - Suppressed	<input type="text"/>
j - Shelving control number	<input type="text"/>
k - Other item status	<input type="text"/>
o - Full call number *	<input type="text"/>
t - Copy number	<input type="text"/>
u - Uniform Resource Identifier	<input type="text"/>
v - Cost, replacement price *	15
w - Price effective from	<input type="text"/>
x - Non-public note	<input type="text"/>
y - Koha item type *	Book
z - Public note	<input type="text"/>

Remember; fill in the fields that you want on every item that you catalog for the session.

- Scroll down to the end of the form:

w - Price effective from	<input type="text"/>
x - Non-public note	<input type="text"/>
y - Koha item type *	Book
z - Public note	<input type="text"/>

Session Defaults

<input type="button" value="Set Default Values for Session"/>	<input type="button" value="Set Default Values for Session and Save"/>
<input type="button" value="Load Default Values for Session"/>	<input type="button" value="Select Defaults Set"/>

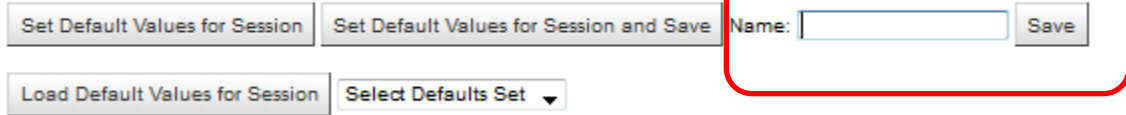
- If you want to use these values for just this session, click on the button "Set Default Values for Session".
- If you will want to use these values later (during another session), click on "Set Default Values for Session and Save".

9. If you clicked on Set Default Values for Session and Save, you will see an entry box for the name of the default values. Enter a name

Session Defaults

Set Default Values for Session Set Default Values for Session and Save Name: Save

Load Default Values for Session Select Defaults Set ▼



10. If you saved under a name for later use, the top of the Add item form will display with the following:

Add Item

Item Defaults Miller Gift are in effect.

p - Barcode *

0 - Withdrawn status

1 - Lost status

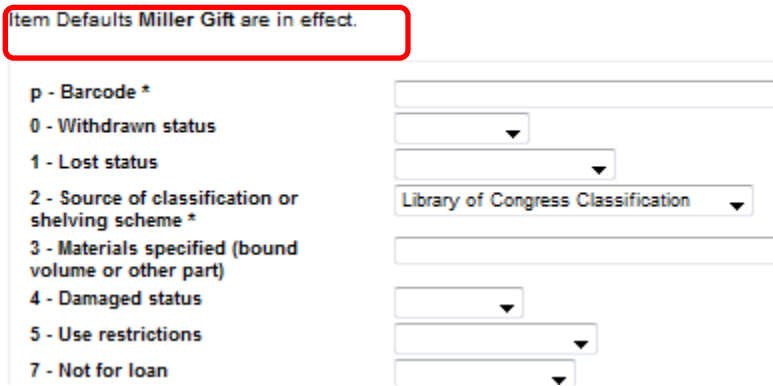
2 - Source of classification or shelving scheme * Library of Congress Classification ▼

3 - Materials specified (bound volume or other part)

4 - Damaged status

5 - Use restrictions

7 - Not for loan



11. If you set the defaults for just this session, the top of the Add item form will display the following:

Add Item

Item Defaults are in effect.

p - Barcode *

0 - Withdrawn status

1 - Lost status

2 - Source of classification or shelving scheme * Library of Congress Classification ▼

3 - Materials specified (bound volume or other part)

4 - Damaged status

5 - Use restrictions



12. Finish filling in the form (add barcode and full call number and whatever else is unique to this item and click on Add item:

o - Full call number *	Z718.2.U6 P43 2008
t - Copy number	
u - Uniform Resource Identifier	
v - Cost, replacement price *	15
w - Price effective from	
x - Non-public note	
y - Koha item type *	Book
z - Public note	

13. After your next Cataloging search and either "Add Holdings", or after your import a record through Z39.50 search, when the Add Item form displays, it will show that the item defaults are in effect:

Items for The power of reading : by Krashen, S

Withdrawn status	Lost status	Source of classification or shelving scheme	Damaged status	Not for loan	Permanent shelving location	Perm: loca
		loc			TO BE DETERMINED	CLIC Librar (C000)

Add Item

Item Defaults are in effect.

p - Barcode *	
0 - Withdrawn status	
1 - Lost status	
2 - Source of classification or shelving scheme *	Library of Congress Classification
3 - Materials specified (bound volume or other part)	
4 - Damaged status	
5 - Use restrictions	
7 - Not for loan	
8 - Collection code	
C - Permanent shelving location	
K - Cataloging Status	
a - Permanent location *	CLIC Library (C000)
b - Current location *	CLIC Library (C000)
c - Shelving location *	TO BE DETERMINED
d - Date acquired *	2011-07-10
e - Source of acquisition	F Miller Gift

The fields that you had specified for defaults are filled in.

14. **Beware!** Exception: If you forgot to use the "Cataloging search" and used one of these searches:

Circulation Patrons Search [More](#)

News

Report a Cataloging Problem

[Report problem](#)

Posted on 08/30/2012 [Edit](#) [Delete](#) [New](#)

Circulation

- Check out to:
- [Check in](#)
- [Transfers](#)

Patrons

- Search:

Search

- Search catalog:

Lists

15. If you then used the “New button” to add new item:

Normal
MARC
Labeled MARC
Items

New Record
New Item
New Subscription

building the
DK Publishing, Inc.

Type: Book
Series: LEGO
Publisher: DK Pub., c2011 New York.
Description: 96 p. : col. ill. ; 31 cm.

16. This will display – which will be confusing, because in fact the defaults are not in use:

Add Item
Item Defaults are in effect.

p - Barcode *
0 - Withdrawn status
1 - Lost status
2 - Source of classification or shelving scheme *
3 - Materials specified (bound volume or other part)
4 - Damaged status
5 - Use restrictions
7 - Not for loan
8 - Collection code
C - Permanent shelving location
K - Cataloging Status
a - Permanent location *
b - Current location *
c - Shelving location *
d - Date acquired *
e - Source of acquisition
f - Coded location qualifier
g - Cost, normal purchase price
h - Serial Enumeration / chronology
i - Suppressed
j - Shelving control number
k - Other item status
o - Full call number *
t - Copy number
u - Uniform Resource Identifier
v - Cost, replacement price *
w - Price effective from

Dewey Decimal Classification
JUVENILE NONFICTION
Cataloged
Ruby Sisson Library (C598)
Ruby Sisson Library (C598)
JUVENILE NONFICTION
2012-09-17
MACKIN
21.99
J 688.7 DOW. E

System says item defaults are in effect, but they are not!
The data that is filled in is taken from an item that is already attached – not the defaults that had been set.

17. However, you can force the item defaults by scrolling to the bottom of the form and clicking on “Load Default Values for Session”

o - Full call number *
t - Copy number
u - Uniform Resource Identifier
v - Cost, replacement price *
w - Price effective from
x - Non-public note
y - Koha item type *
z - Public note

Add Item Add & Duplicate Add Multiple Copies

Session Defaults
Set Default Values for Session Set Default Values for Session and Save
Load Default Values for Session Select Defaults Set
Clear Default Values for Session

18. The default values will then show:

Add Item
Item Defaults are in effect.

p - Barcode *	
0 - Withdrawn status	
1 - Lost status	
2 - Source of classification or shelving scheme *	Library of Congress Classificatio
3 - Materials specified (bound volume or other part)	
4 - Damaged status	
5 - Use restrictions	
7 - Not for loan	
8 - Collection code	
C - Permanent shelving location	
K - Cataloging Status	
a - Permanent location *	CLIC Library (C000)
b - Current location *	CLIC Library (C000)
c - Shelving location *	TO BE DETERMINED
d - Date acquired *	2011-07-10
e - Source of acquisition	D. Miller Gift
f - Coded location qualifier	

19. Remember to use the Cataloging search and you won't have the "extra step"