

HOW TO ADD AN “ITEM-ON-FLY” (Circulation Coordinators Only)

See steps pages 1 – 3 in Appendix C, or the instructions on how to change the bar code of a book, before continuing on with adding an item.

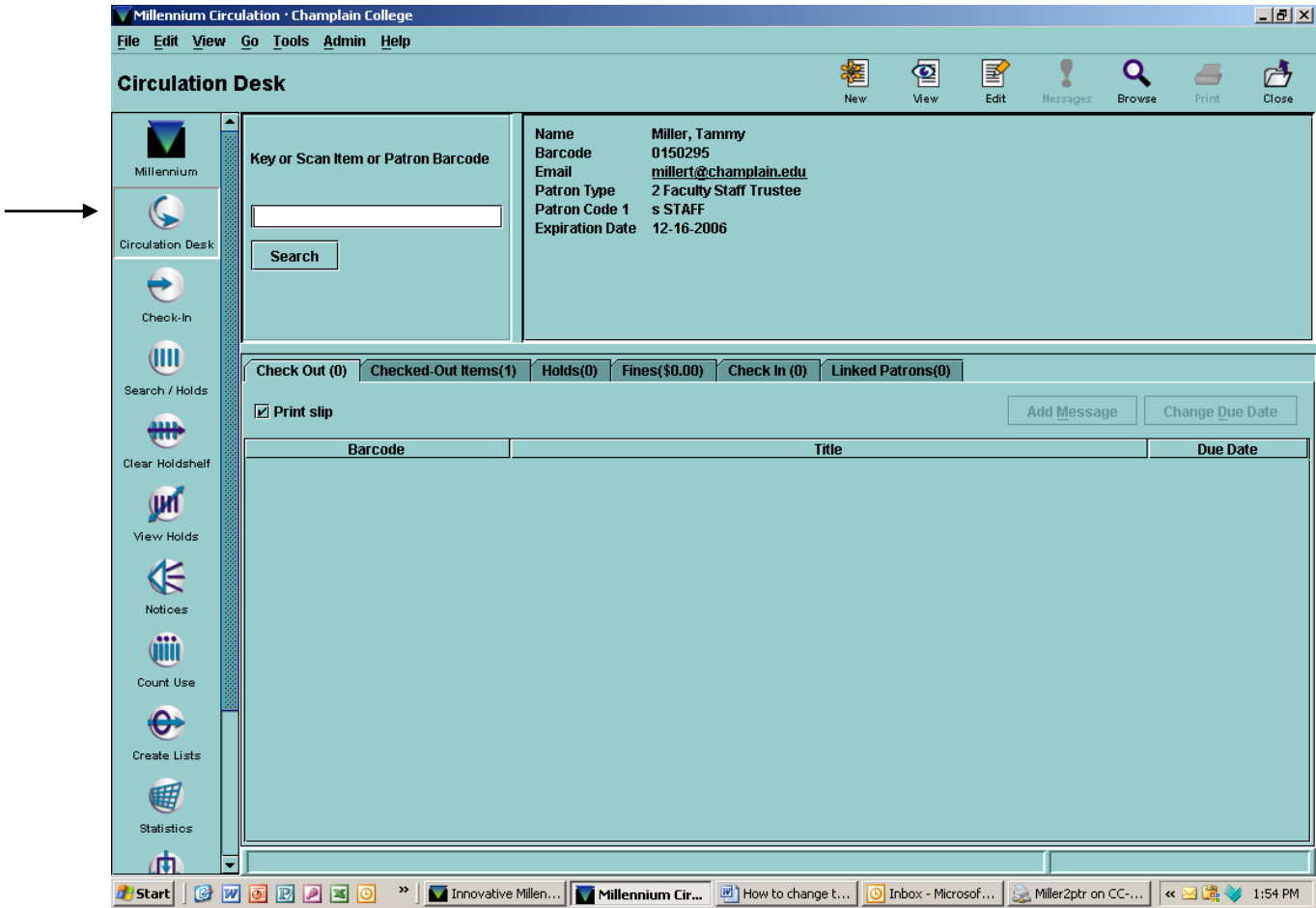
If you type in the title of the book and see the following message “Your entry ... would be here,” this is an item that has no record. You will have to create an “item on the fly.”

The screenshot shows the Millennium Circulation interface. The search bar contains the text "the way we should have been" and the search results table shows 0 entries for this title.

| # | TITLE | # ENTRIES |
|----|--|-----------|
| 20 | Way To Rainy Mountain | 1 |
| 21 | Way To Sketch With Special Reference To Water Colour | 1 |
| 22 | Way To Start A Day | 1 |
| 23 | Way To Wisdom An Introduction To Philosophy | 1 |
| 24 | Way To Write For Children | 1 |
| 25 | Way We Are The Present Relationship Of Religious Congregations Of Women To The Colleges They Founded | 1 |
| 26 | Way We Live Now | 3 |
| 27 | Way We Lived Essays And Documents In American Social History | 1 |
| 28 | Way We Look A Framework For Visual Analysis Of Dress | 1 |
| 29 | Way We Look Dress And Aesthetics | 1 |
| 30 | Way We Really Are Coming To Terms With Americas Changing Families | 1 |
| 31 | Your entry the way we should have been would be here | 0 |
| 32 | Way We Wore Fashion Illustrations Of Childrens Wear 1870 1970 | 1 |
| 33 | Way West | 1 |
| 34 | Way West Journal Of A Pioneer Woman | 1 |
| 35 | Way With Words A Guide For Writers | 1 |
| 36 | Way Your Body Works | 1 |
| 37 | Wayfarers Of The Thai Forest The Akha | 1 |
| 38 | Ways Children Learn What Do Experts Say | 1 |
| 39 | Ways Of A Judge Reflections From The Federal Appellate Bench | 1 |
| 40 | Ways Of Dying | 1 |
| 41 | Ways Of Escape | 1 |
| 42 | Ways Of Knowing In Science And Mathematics Series | 2 |

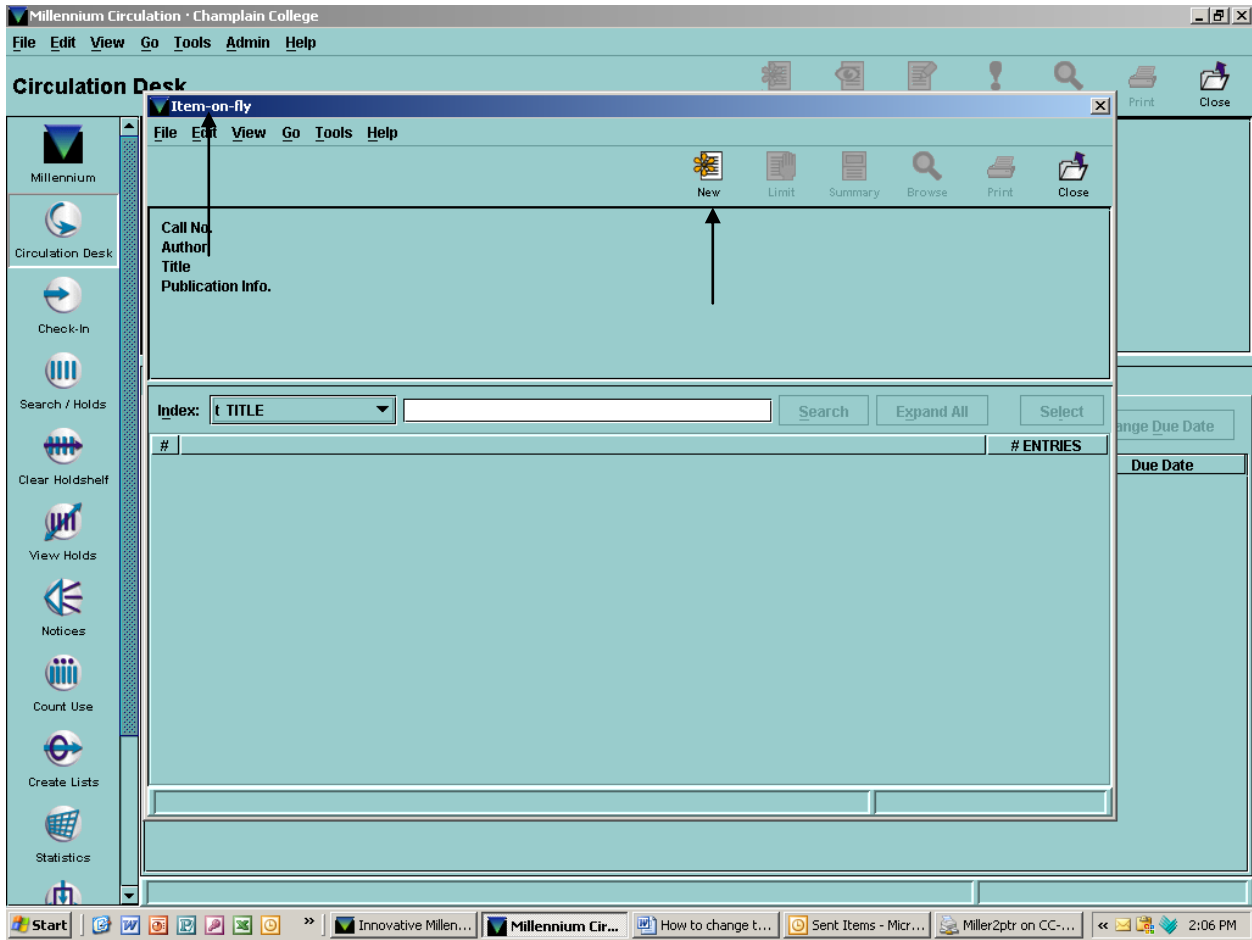
Appendix C

You will need to go back to the Circulation Desk on the Millennium system and swipe the patron's card:



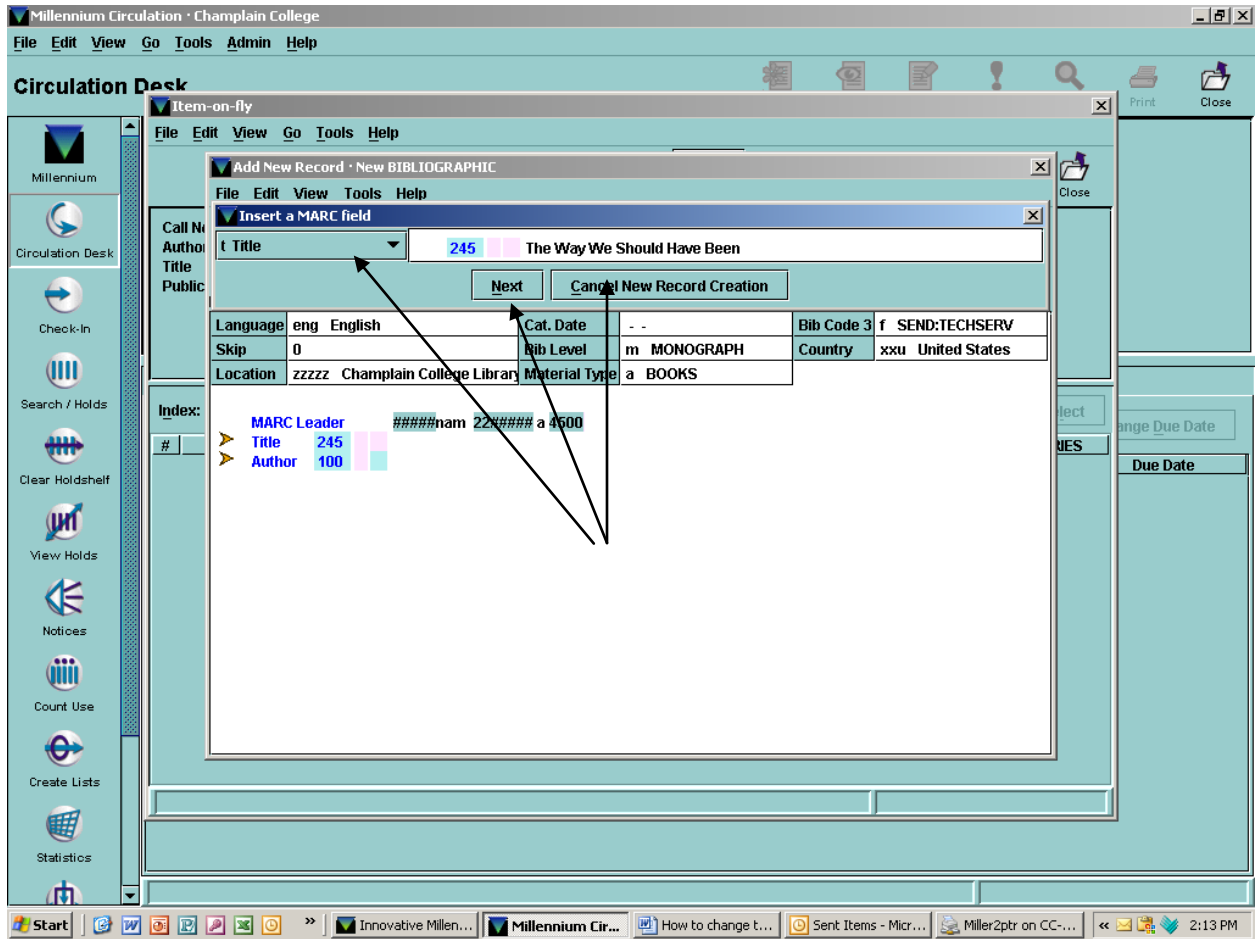
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Once in the patron's account, you would scan the barcode of the book. The "item-on-fly" message box will appear. You would click on the "New" button to enter the book's title:



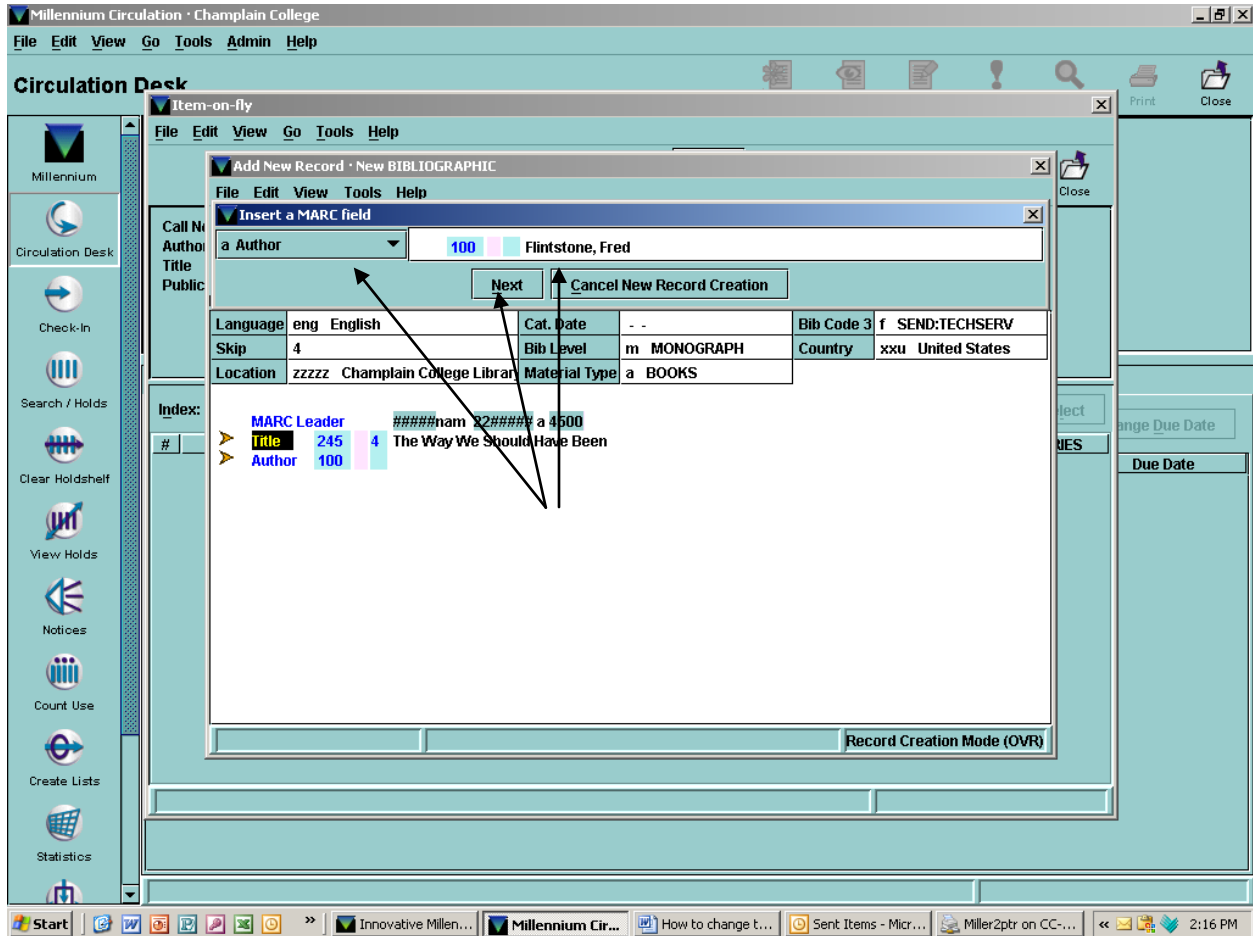
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1) Type the title of the book. 2) Click on the “Next” button:



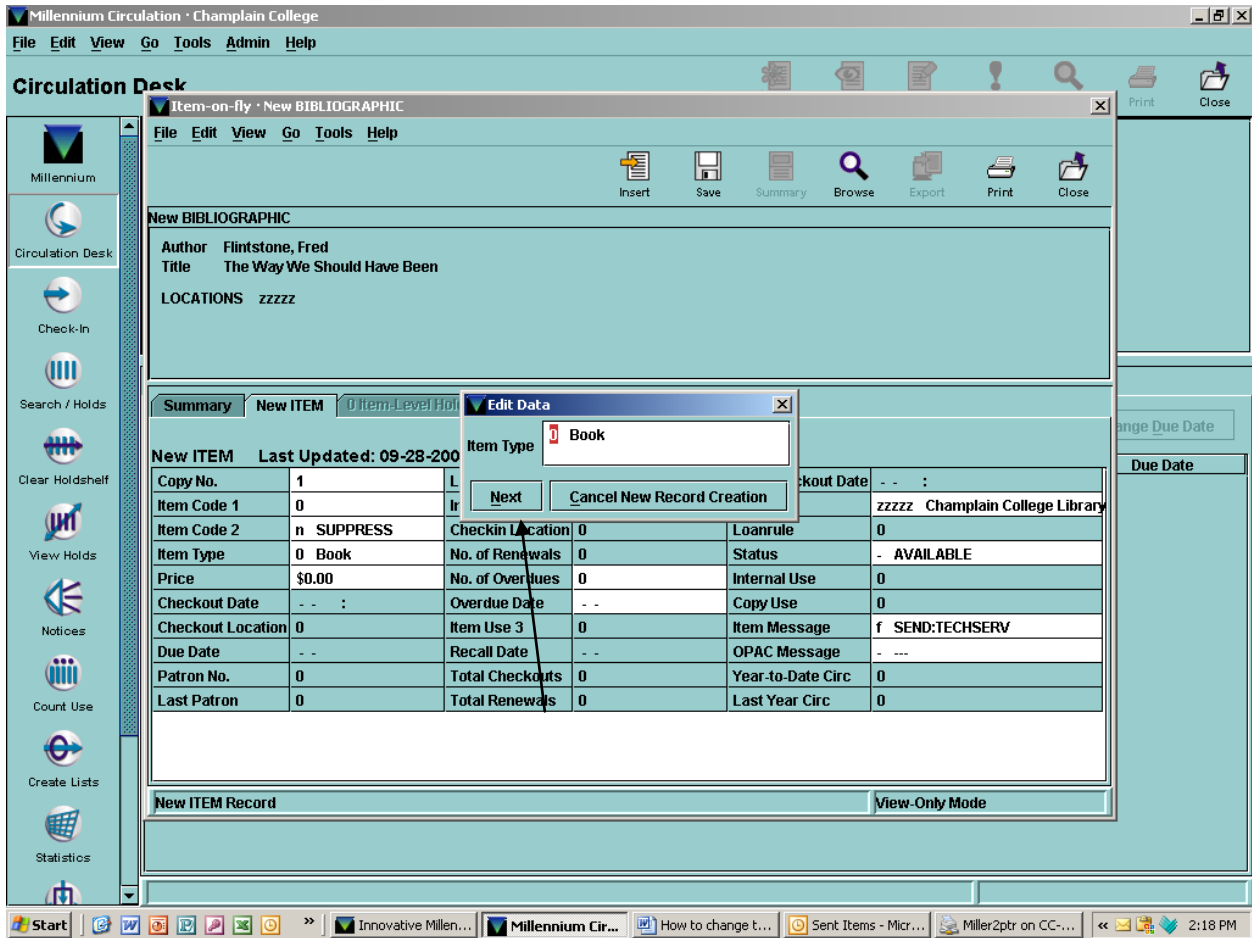
Appendix C

3) Type the author of the book. 4) Click on the “Next” button:



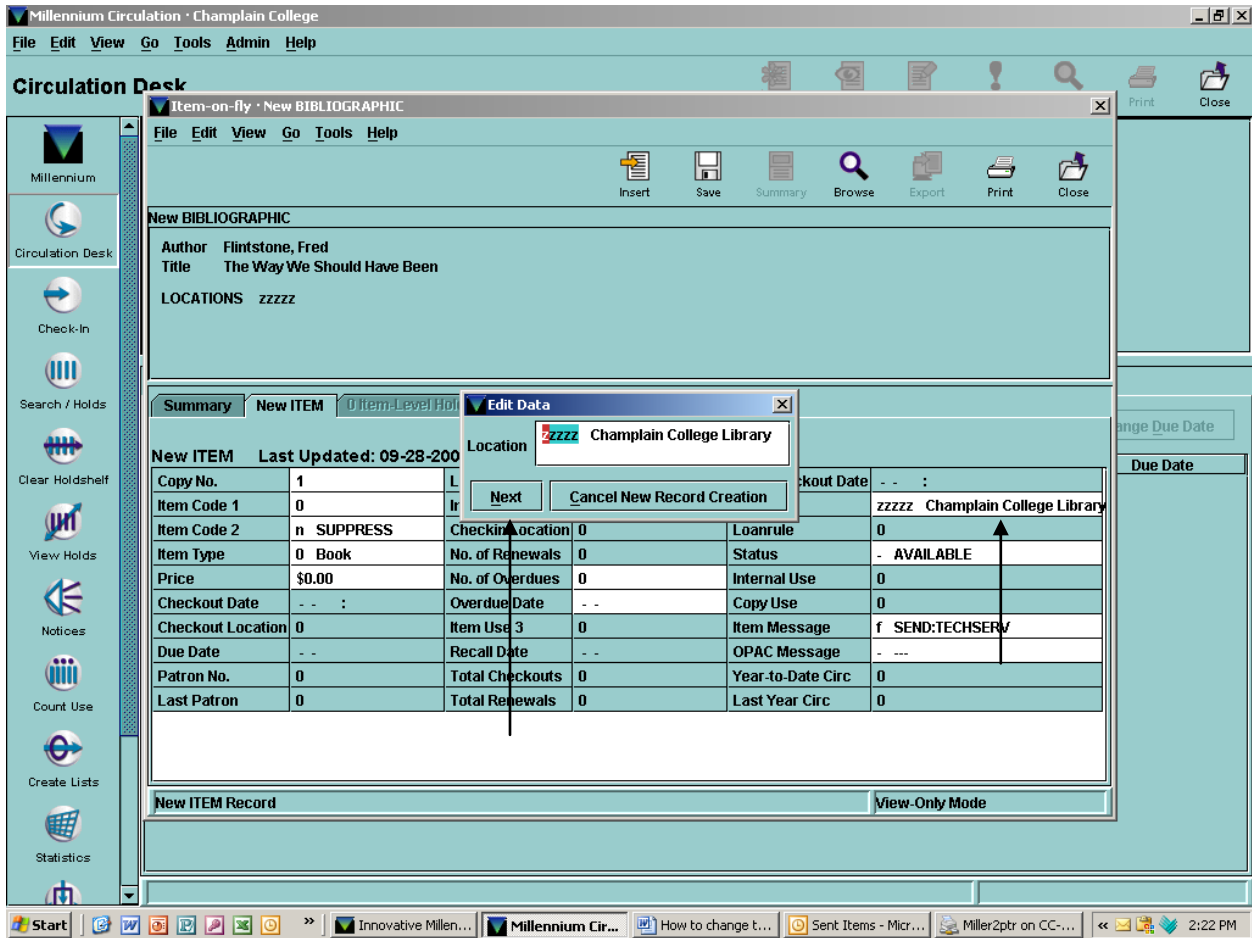
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5) Click on “Next” for item type. It always defaults to book. You would have to double click next to the red “0” in order to bring up other items.



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6) Click on "Next" for location. You may notice that the location zzzzz is already on the record. However, if you don't choose it, the location will be changed.



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You're not done yet. This is the tricky part. In order to give the record more information, you will have to click on the "Insert" button:

The screenshot shows the Millennium Circulation software interface. The main window is titled "Item-on-fly · New ITEM". The menu bar includes File, Edit, View, Go, Tools, and Help. The toolbar contains buttons for Insert, Save, Summary, Browse, Export, Print, and Close. The main area displays a "New BIBLIOGRAPHIC" record with the following details:

Author: Flintstone, Fred
 Title: The Way We Should Have Been

Below the record, there are tabs for Summary, New ITEM, 0 Item-Level Holds, and 0 Bin-Level Holds. The "New ITEM" tab is active, showing a table of item details:

| New ITEM | | Last Updated: 09-28-2006 | | Created: 09-28-2006 | | Revisions: 0 | |
|-------------------|------------|--------------------------|----|---------------------|-----------------|---------------------------|--|
| Copy No. | 1 | Last Checkin | -- | Last Checkout Date | -- | | |
| Item Code 1 | 0 | Inventory Date | -- | Location | zzzzz | Champlain College Library | |
| Item Code 2 | n SUPPRESS | Checkin Location | 0 | Loanrule | 0 | | |
| Item Type | 0 Book | No. of Renewals | 0 | Status | - AVAILABLE | | |
| Price | \$0.00 | No. of Overdues | 0 | Internal Use | 0 | | |
| Checkout Date | -- | Overdue Date | -- | Copy Use | 0 | | |
| Checkout Location | 0 | Item Use 3 | 0 | Item Message | f SEND:TECHSERV | | |
| Due Date | -- | Recall Date | -- | OPAC Message | - --- | | |
| Patron No. | 0 | Total Checkouts | 0 | Year-to-Date Circ | 0 | | |
| Last Patron | 0 | Total Renewals | 0 | Last Year Circ | 0 | | |

Below the table, there is a field for Barcode: 0207600448840. At the bottom of the record area, there is a "New ITEM Record" button and a "(INS)" button. The taskbar at the bottom shows the Start button and several open applications, including Millennium Circulation.

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The first entry that appears is barcode. However, since you scanned in the barcode when you first started the entry, it is already there:

The screenshot shows the Millennium Circulation software interface. The main window is titled 'Item-on-fly · New ITEM'. The 'New BIBLIOGRAPHIC' section contains the following information:

Author: Flintstone, Fred
 Title: The Way We Should Have Been

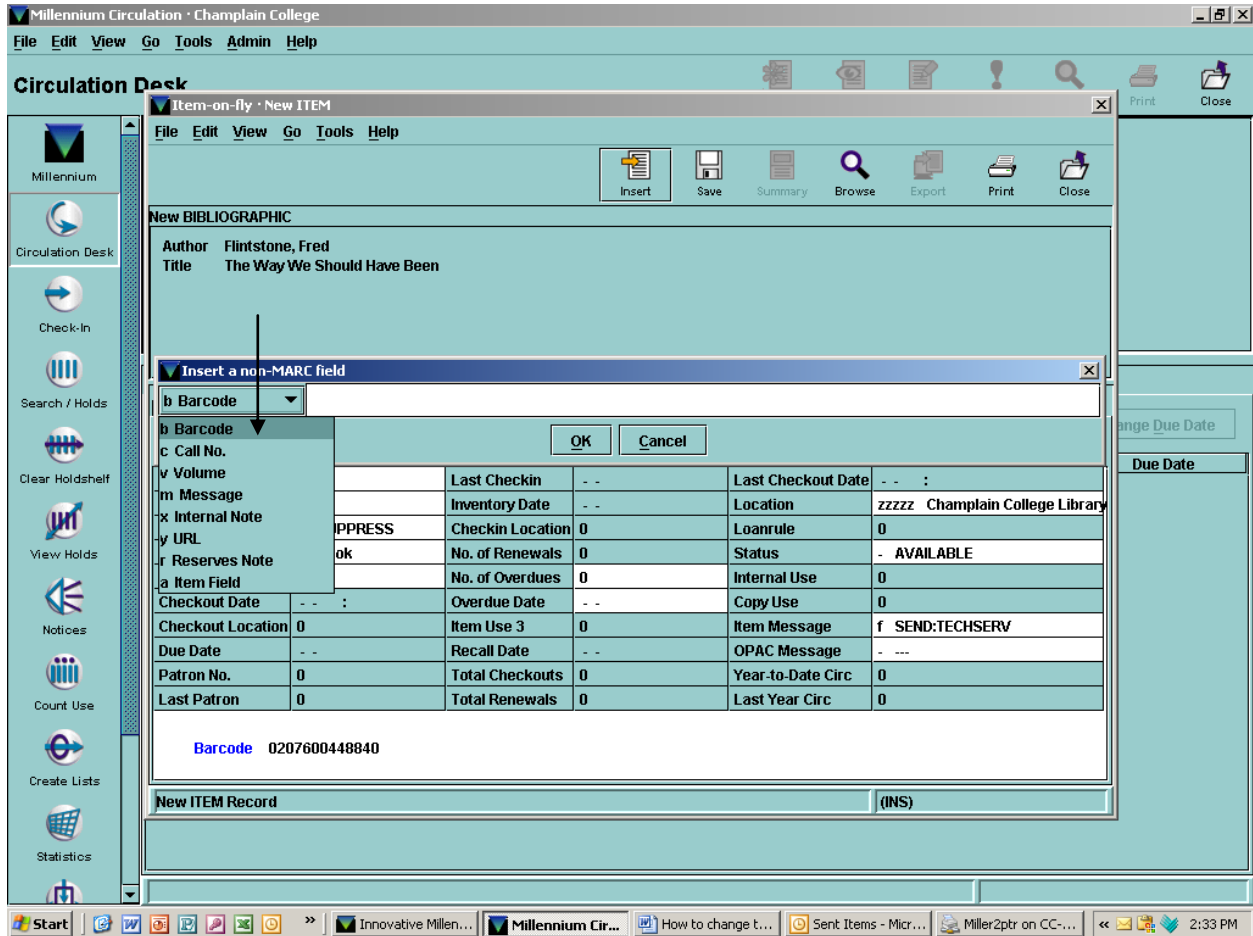
An 'Insert a non-MARC field' dialog box is open, showing a dropdown menu with 'b Barcode' selected. Below the dialog, a table displays item details:

| | | | | | |
|-------------------|------------|------------------|----|--------------------|---------------------------------|
| Copy No. | 1 | Last Checkin | -- | Last Checkout Date | -- : -- |
| Item Code 1 | 0 | Inventory Date | -- | Location | zzzzz Champlain College Library |
| Item Code 2 | n SUPPRESS | Checkin Location | 0 | Loanrule | 0 |
| Item Type | 0 Book | No. of Renewals | 0 | Status | - AVAILABLE |
| Price | \$0.00 | No. of Overdues | 0 | Internal Use | 0 |
| Checkout Date | -- : -- | Overdue Date | -- | Copy Use | 0 |
| Checkout Location | 0 | Item Use 3 | 0 | Item Message | f SEND:TECHSERV |
| Due Date | -- | Recall Date | -- | OPAC Message | - --- |
| Patron No. | 0 | Total Checkouts | 0 | Year-to-Date Circ | 0 |
| Last Patron | 0 | Total Renewals | 0 | Last Year Circ | 0 |

Below the table, the 'Barcode' field is populated with the value 0207600448840. The 'New ITEM Record' section at the bottom shows '(INS)'.

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You would click on the “Barcode” button to display other choices:



Appendix C

This is where you could enter the call number & click "OK":

The screenshot shows the Millennium Circulation software interface. The main window is titled "Item-on-fly · New ITEM" and contains the following data:

New BIBLIOGRAPHIC
 Author Flintstone, Fred
 Title The Way We Should Have Been

An "Insert a MARC field" dialog box is open, showing a dropdown menu with "c Call No." selected and the text "090 PS1234 .W124 F12" entered in the input field. An arrow points to this input field.

Below the dialog box is a table of item details:

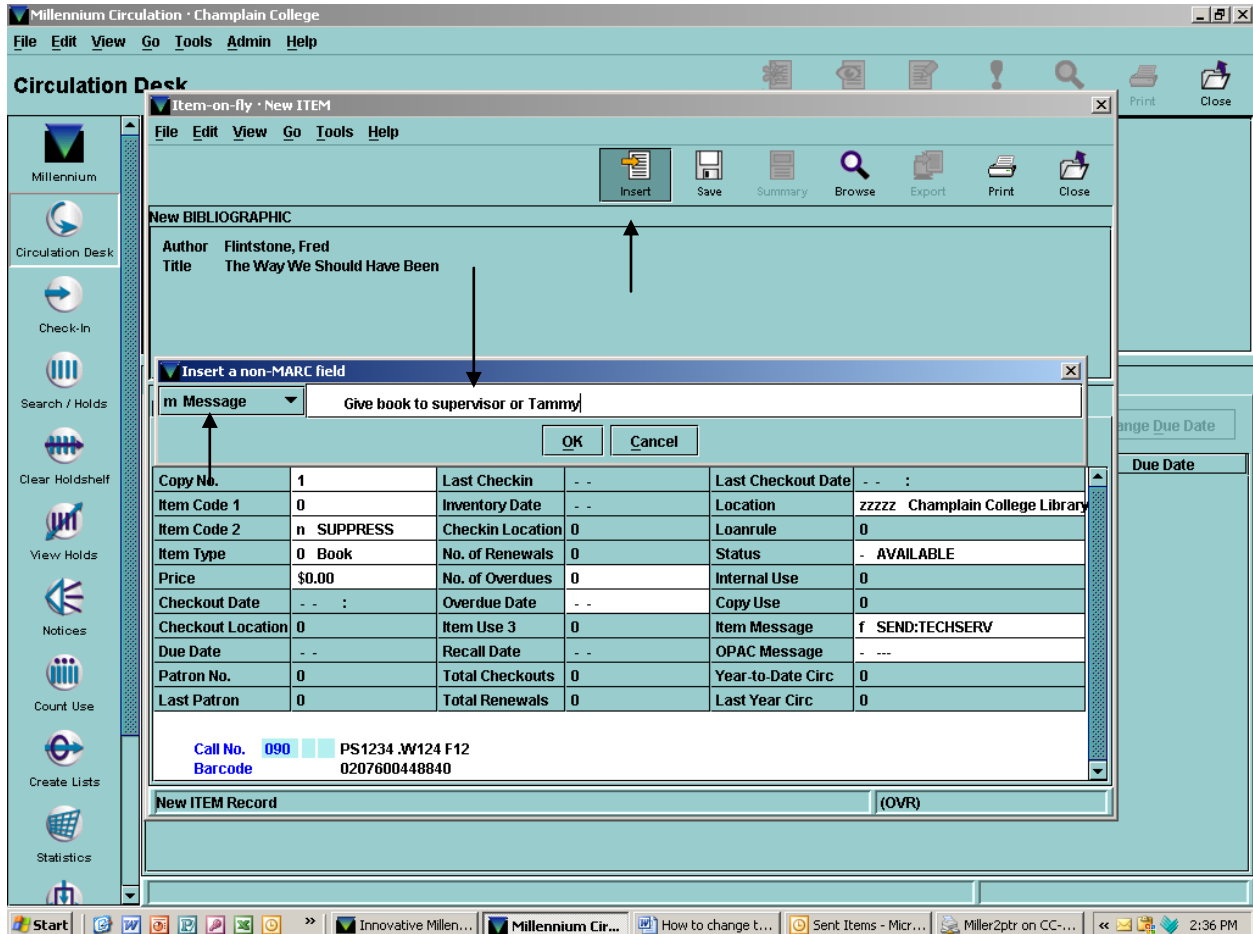
| | | | | | |
|-------------------|------------|------------------|----|--------------------|---------------------------------|
| Copy No. | 1 | Last Checkin | -- | Last Checkout Date | -- |
| Item Code 1 | 0 | Inventory Date | -- | Location | zzzzz Champlain College Library |
| Item Code 2 | n SUPPRESS | Checkin Location | 0 | Loanrule | 0 |
| Item Type | 0 Book | No. of Renewals | 0 | Status | - AVAILABLE |
| Price | \$0.00 | No. of Overdues | 0 | Internal Use | 0 |
| Checkout Date | -- | Overdue Date | -- | Copy Use | 0 |
| Checkout Location | 0 | Item Use 3 | 0 | Item Message | f SEND:TECHSERV |
| Due Date | -- | Recall Date | -- | OPAC Message | - --- |
| Patron No. | 0 | Total Checkouts | 0 | Year-to-Date Circ | 0 |
| Last Patron | 0 | Total Renewals | 0 | Last Year Circ | 0 |

Barcode 0207600448840

New ITEM Record (INS)

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Next, you want to press the “Insert” button again, click on the barcode button to bring up the menu, click on the “Message” button. This is very important. You want to press the “F12” key to put in the following message, “Give book to supervisor or Tammy.” Click the “OK” button:



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Press the "Save" button to save and close the record:

Millennium Circulation · Champlain College

File Edit View Go Tools Admin Help

Circulation Desk

Item-on-fly · New ITEM

File Edit View Go Tools Help

Insert Save Summary Browse Export Print Close

New BIBLIOGRAPHIC Save Ctrl-S

Author Flintstone, Fred
Title The Way We Should Have Been

Summary New ITEM 0 Item-Level Holds 0 Bib-Level Holds

New ITEM Last Updated: 09-28-2006 Created: 09-28-2006 Revisions: 0

| | | | | | |
|-------------------|------------|------------------|-----|--------------------|---------------------------------|
| Copy No. | 1 | Last Checkin | - - | Last Checkout Date | - - : |
| Item Code 1 | 0 | Inventory Date | - - | Location | zzzzz Champlain College Library |
| Item Code 2 | n SUPPRESS | Checkin Location | 0 | Loanrule | 0 |
| Item Type | 0 Book | No. of Renewals | 0 | Status | - AVAILABLE |
| Price | \$0.00 | No. of Overdues | 0 | Internal Use | 0 |
| Checkout Date | - - : | Overdue Date | - - | Copy Use | 0 |
| Checkout Location | 0 | Item Use 3 | 0 | Item Message | f SEND:TECHSERV |
| Due Date | - - | Recall Date | - - | OPAC Message | - --- |
| Patron No. | 0 | Total Checkouts | 0 | Year-to-Date Circ | 0 |
| Last Patron | 0 | Total Renewals | 0 | Last Year Circ | 0 |

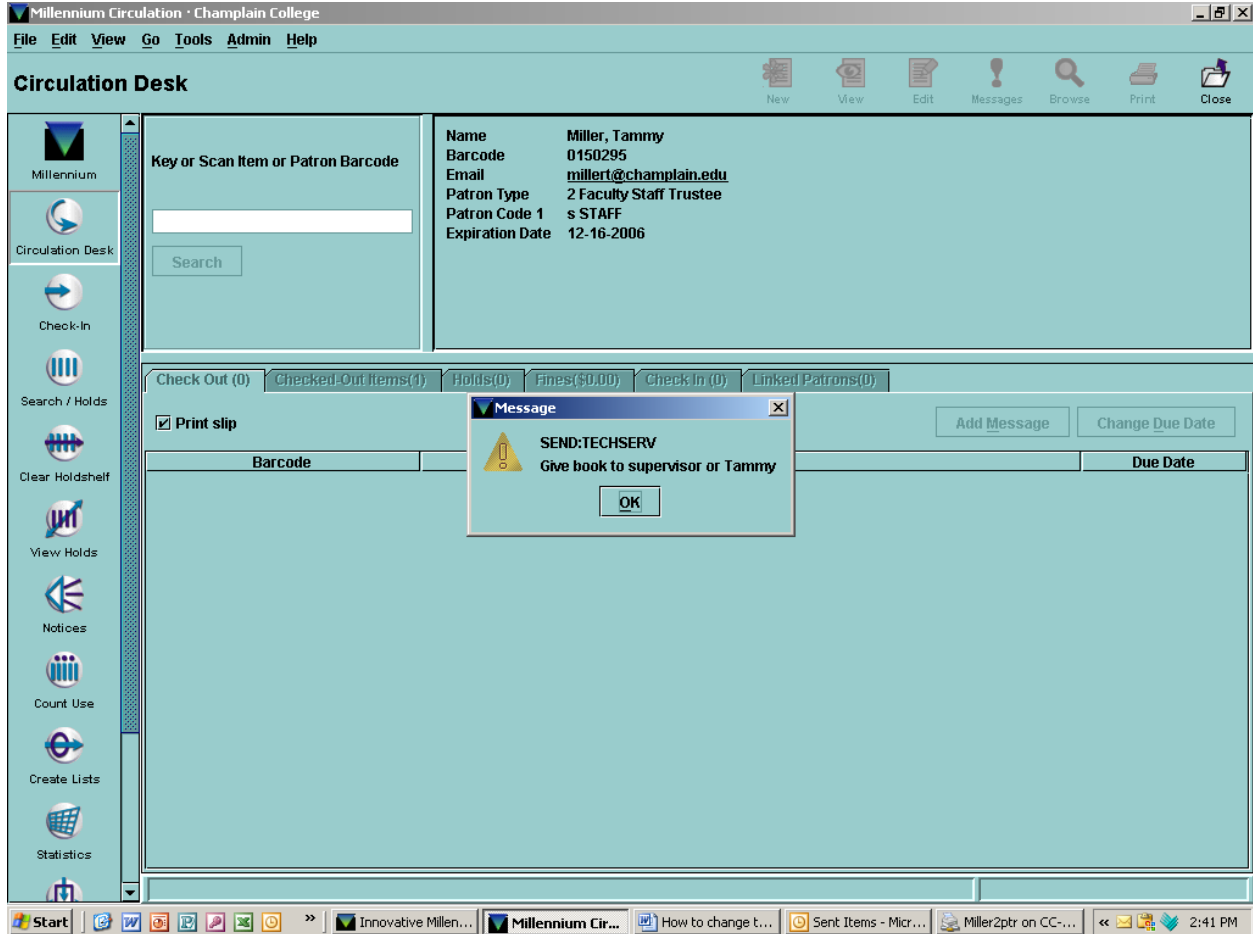
Message Give book to supervisor or Tammy
Call No. 090 PS1234 .W124 F12

New ITEM Record (OVR)

Start | Innovative Millen... | Millennium Cir... | How to change t... | Sent Items - Micr... | Miller2ptr on CC... | 2:39 PM

Appendix C

The following screen will appear. Click "OK."



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This will automatically put the book on the patron's account & print out a due date slip. You may also notice that the due date is only two weeks. This is standard for any "item-on-fly" book.

Millennium Circulation - Champlain College

File Edit View Go Tools Admin Help

Circulation Desk

New View Edit Messages Browse Print Close

Key or Scan Item or Patron Barcode

Search

Name Miller, Tammy
Barcode 0150295
Email millert@champlain.edu
Patron Type 2 Faculty Staff Trustee
Patron Code 1 s STAFF
Expiration Date 12-16-2006

Check Out (1) Checked-Out Items(1) Holds(0) Fines(\$0.00) Check In (0) Linked Patrons(0)

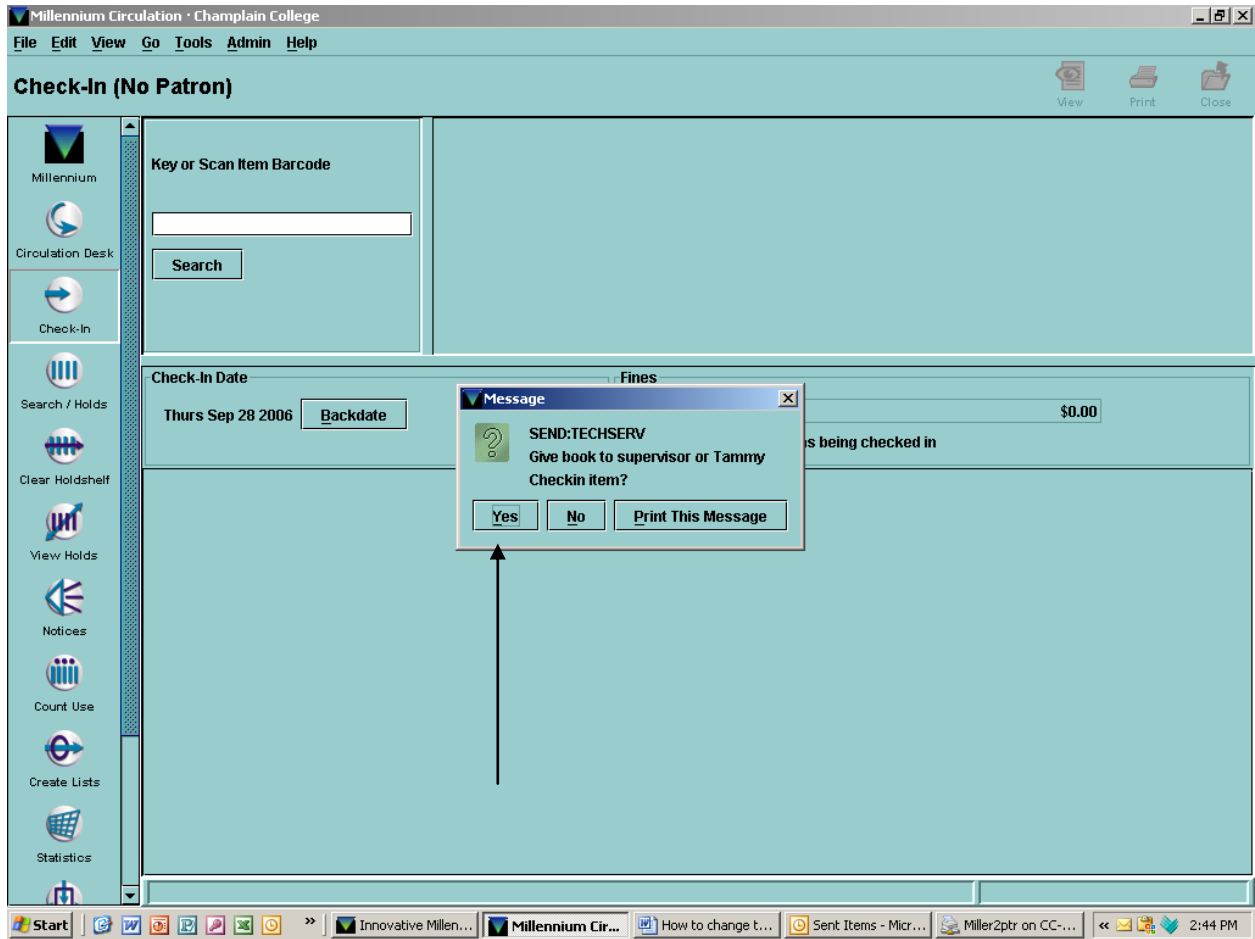
Print slip Add Message Change Due Date

| Barcode | Title | Due Date |
|---------------|-----------------------------|-------------|
| 0207600448840 | The Way We Should Have Been | Oct 05 2006 |

Start | Innovative Millen... | Millennium Cir... | How to change t... | Sent Items - Micr... | Miller2ptr on CC... | 2:41 PM

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When the book is checked in the following message will appear:



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