

Add Barcoded Items

Process Overview

When Items come with a suitable barcode already in place, or if you apply barcodes from a pre-printed label sheet, the Items then need to be received into KLAS individually so that KLAS knows which barcodes belong to the Title.

Using copy-specific barcodes on each Item allows you to track each specific Item's status and history separately from any other copies of the same Title.

1. FIND (CTRL-F) the Title and set the **Volume Count** on the **Title-Bib** tab (ALT-1).
2. If this is the first copy of the Title, add a Holding on the **Holding** tab (ALT-6).
3. On the **Item** tab (ALT-8), right-click on the Holding and select ADD ITEM, then scan each Item for that title.

Set Volume Count

1. In the **Catalog** module, FIND (CTRL-F) the Title you want to add Items for.
2. Check that the **# Volumes** and **Copies Identical** checkbox on the Title-Bib tab (ALT-1) are set as desired.

Add a Holding

The first time you add inventory for a Title, you will need to add at least one Holding for that copy to go into. The Holding and Shelf determine the Item's Circulation Policy.

1. On the **Holdings** tab (ALT-6), add a new Holding using the ADD RECORD button (CTRL-N).
2. The **Branch** will default to your log-in library.
3. Enter the default **Shelf**. This will usually be "Shelf," but you may have a different shelf to use for local titles or items with a custom loan policy (such as "Cartridge" for duplication cartridges).
4. If desired, set a specific **Loan Code**. If none is selected, the default circulation policies for the title's Library, Shelf, and Medium will be used.
5. SAVE the new holding. (CTRL-S)

Add Items

1. On the **Item** tab (ALT-8), add a new Item:
 - If this is the **first** Item for this Title, RIGHT-CLICK on the Holding in the tree view, and select ADD ITEM.
 - If there are any Items already added, either RIGHT-CLICK and select ADD ITEM as above, or use the ADD RECORD button (CTRL-N).
2. The Add Items screen will open with the current **KLAS ID** already selected in the header.
 - If the Title has more than one Holding, check that the correct **Holding** is selected.
 - If you are adding an additional volume to an existing set, select that set in the **Copy** field. Otherwise, leave it set to **New Copy**.
 - If desired, set the **Acquisition Method**.
3. Enter the **Volume Number** for the Item to be added. For single-volume Titles, this is always **1**.
4. Mark the **Save on Enter** checkbox.
5. Click or SHIFT-TAB into the Barcode field, and scan the Item's barcode. The Item will be listed in the browse table.
6. If receiving other Items for this Title, update the **Copy** and **Vol Num** fields if needed, then scan the next Item.

All Items and Copies will be added to the Catalog record as the inventory is scanned, and will be Available for circulation right away.