

Add Brief Title Wizard

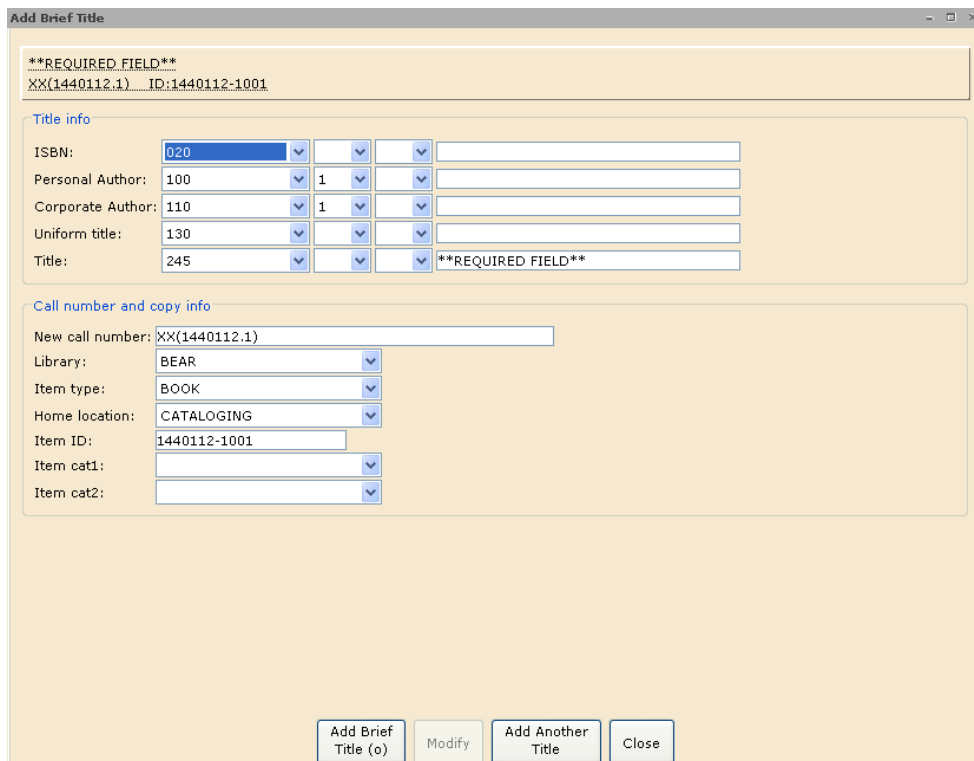
The **Add Brief Title** wizard creates a brief record when you need to circulate an item that has not been fully cataloged. When discharged, WorkFlows retains the record. It can then route the item to the Cataloging department so a full record can replace the brief record. You can also use this wizard to enter interlibrary loan items into the catalog.

A brief title is shadowed from the public. Only staff can see a brief title in WorkFlows.

You can set the default values for the title fields and the item values in the wizard's properties. If you set the Home Location of the brief title to a processing location, such as CATALOGING, then after discharge it will be routed to this location for further processing.

To add a brief title

1. On the Items toolbar, click the **Add Brief Title** wizard . The following window appears:



****REQUIRED FIELD****
XX(1440112.1) ID:1440112-1001

Title info

ISBN: 020
Personal Author: 100
Corporate Author: 110
Uniform title: 130
Title: 245 ****REQUIRED FIELD****

Call number and copy info

New call number: XX(1440112.1)
Library: BEAR
Item type: BOOK
Home location: CATALOGING
Item ID: 1440112-1001
Item cat1:
Item cat2:

Add Brief Title (o) Modify Add Another Title Close

2. In the Title Info section, type the **Personal Author** (100) and **Title** (245). Title is a required entry.

3. In the "Call Number and Copy Info" section, change the information for Call number and Item Type if necessary.

When working with barcoded materials, verify that the **Item ID** (barcode) is reflected in the brief record to expedite discharging.

4. If you scan the barcode the item will be added automatically but if you keep the default Item ID or type in the barcode, click **Add Brief Title** or tap the **Enter** key.

5. You can now add another brief title, make changes to the item you just entered, or click **Close** to exit this window.