CREATING A TEMPORARY RECORD

Use Circulation

Note: You may create this in Loan or Status mode; however, if you do it in Loan mode, you may wish to bring up the patron to whom you wish to loan the temporary record first.

1. From the Item Menu, choose "Add Bibliographic…"

2. Choose the template you wish to use and click OK. (Note: If you are creating temporary records for ILL purposes, you may wish to create an ILL template. See this document for instructions on creating a bibliographic template.)
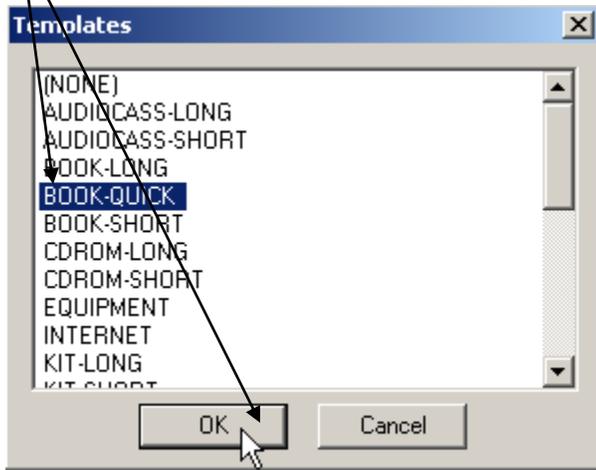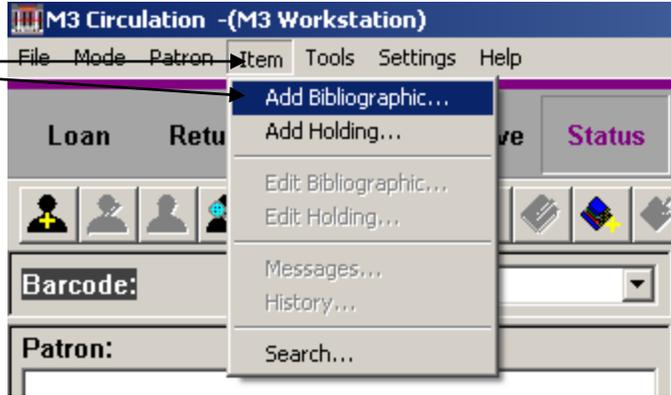
3. Fill in the information for the bib record and press OK.

4.
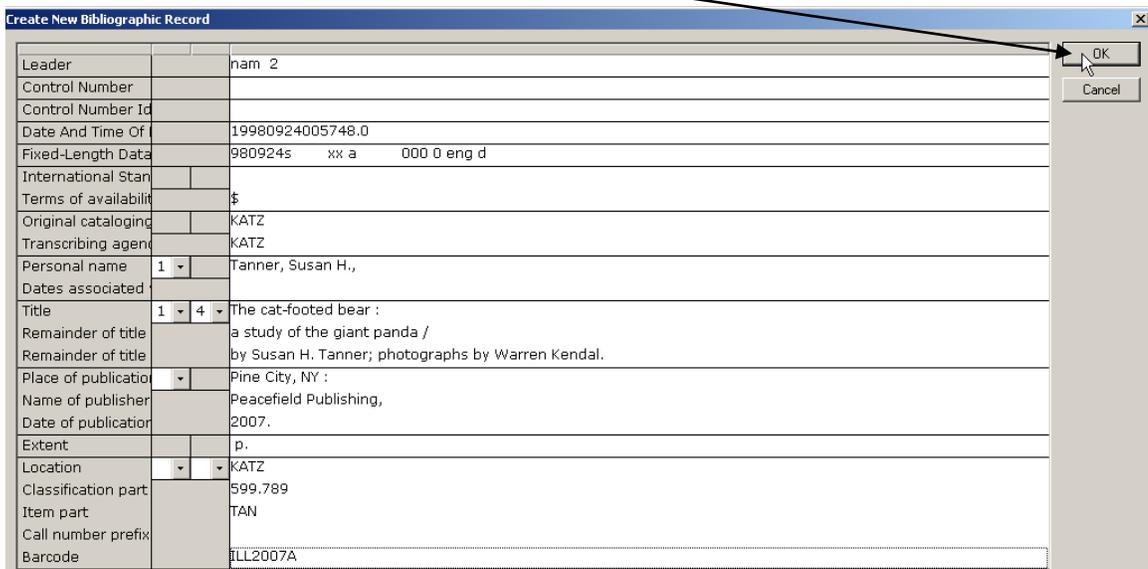
4. A box will prompt you to create a holding record; click yes.

M3 Circulation

? Create Holding Record?

Yes   No

5. Fill in the information you need for the holding record.
   You may create a barcode for the item or use one that is already on it (even if it doesn't match the other patterns in your catalog – the system doesn't care!) Make sure you check the "Temp" box on the right side, then click OK.

Create New Holding Record

Leader		nxm u
Control Number		
Control Number Fo		0000001402
Date And Time Of		20000221090201.0
Fixed-Length Data		0002210u x4 0 000
Type of reproducti		
Location	0 ▾ 0 ▾	KATZ
Classification part		599.789
Item part		TAN
Barcode		ILL2007A
Standard Group		General Collection ▾
		Audio/Visual Collection
		General Collection
		Interlibrary Loan
		Reference Collection

OK
Cancel
☑ Temp
Get Bib

Note: You may also wish to create a group called "Interlibrary Loan" using Group Editor. This can help you group those items easily for tracking later on. For instructions on creating an item group, see this *document.*

Now that your record is created, you can sign it out to a patron. When you return the item, the temporary status will cause it to automatically be marked for deletion in the catalog.