## **CREATING A TEMPORARY RECORD**

Use Circulation

4.



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.

IN M3 Circulation -(M3 Workstation) 1. From the Item Menu, choose "Add File Mode Patron <mark>→</mark>tem Tools Settings Help Bibliographic..." Add Bibliographic... Add Holding... Loan Retu Status /e 2. Choose the template you wish to use and click OK. (Note: If you are Edit Holding,... creating temporary records for ILL Messages... purposes, you may wish to create an Barcode: History... ILL template. See this document for Patron: instructions on creating a bibliographic Search...



3. Fill in the information for the bib record and press OK.\_

eace reasoning apr	ne rec	coru		
Leader	_		nam 2	
Control Number				Can
Control Number Id				
Date And Time Of I			19980924005748.0	
Fixed-Length Data			980924s xx a 000 0 eng d	
International Stan				
Terms of availabilit			\$	
Original cataloging			KATZ	
Transcribing agend			KATZ	
Personal name	1 -		Tanner, Susan H.,	
Dates associated				
Title	1 -	4 -	The cat-footed bear :	
Remainder of title			a study of the giant panda /	
Remainder of title			by Susan H. Tanner; photographs by Warren Kendal.	
Place of publication	-		Pine City, NY :	
Name of publisher			Peacefield Publishing,	
Date of publication			2007.	
Extent			p.	
Location	١	-	KATZ	
Classification part			599.789	
Item part			TAN	
Call number prefix				
Barcode			ILL2007A	

4 A box will prompt you to create a holding record: click yes	M3 Circulation		
	Create Holding Record?		

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.

eate New Holding Rec	cord			
Leader			nxm u	ОК
Control Number				Cancel
Control Number Fo			000001402	
Date And Time Of I			20000221090201.0	Temp
Fixed-Length Data			0002210u x4 0 000	Get Bib
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 Collect an	

## 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 <u>this</u> 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.