## **Creating an Item Group**





- 1. In Group Editor, click the "New" button.
- 2. Choose "New Item Group" and click OK.

/	
New Group	×
Select the type of	group to create:
C New Patron	Group
New Item G	noup
C New Specia	Reserve Group
OK	Cancel

	Name	Description	
<u> </u>	Administrators		
	Ibrariaris		
	Library Assistants		E
	-atrons		
	Audio/Visual Collection		N
	General Collection		
Ø	Reference Collection		Del
			Dup

3. Your new Item Group will appear highlighted. Double click it or click Edit to change the settings on it.  $\overline{}$ 

M3 Grou	up Editor		_ 🗆 X
Display: -	All Groups	Database Set:-Library	?
	Name	Description	
	Administrators		
<u> </u>	Librarians		
0	Library Assistants		
0	Patrons		🗕 Edit 🗋
	Audio/Visual Collection		
	General Collection		New
	Intellibrary Loan		
	New Tem Group1		Delete
	Reference Collection		
			Duplicate
			Exit
Logged in .	as a member of Administrators		