

Interlibrary Loan – Adding Brief Titles at Alexander, Dana, and Camden Libraries

#1 To create brief records for ILL/ILL Special items, right click on the [Add Brief Title] wizard, select ‘Properties,’ and verify that your default Properties are correct:

Format: MARC

Use entries: SELECTED ENTRIES 100, 245, 250, 260, 500

Shadow title checked

Permanent checked

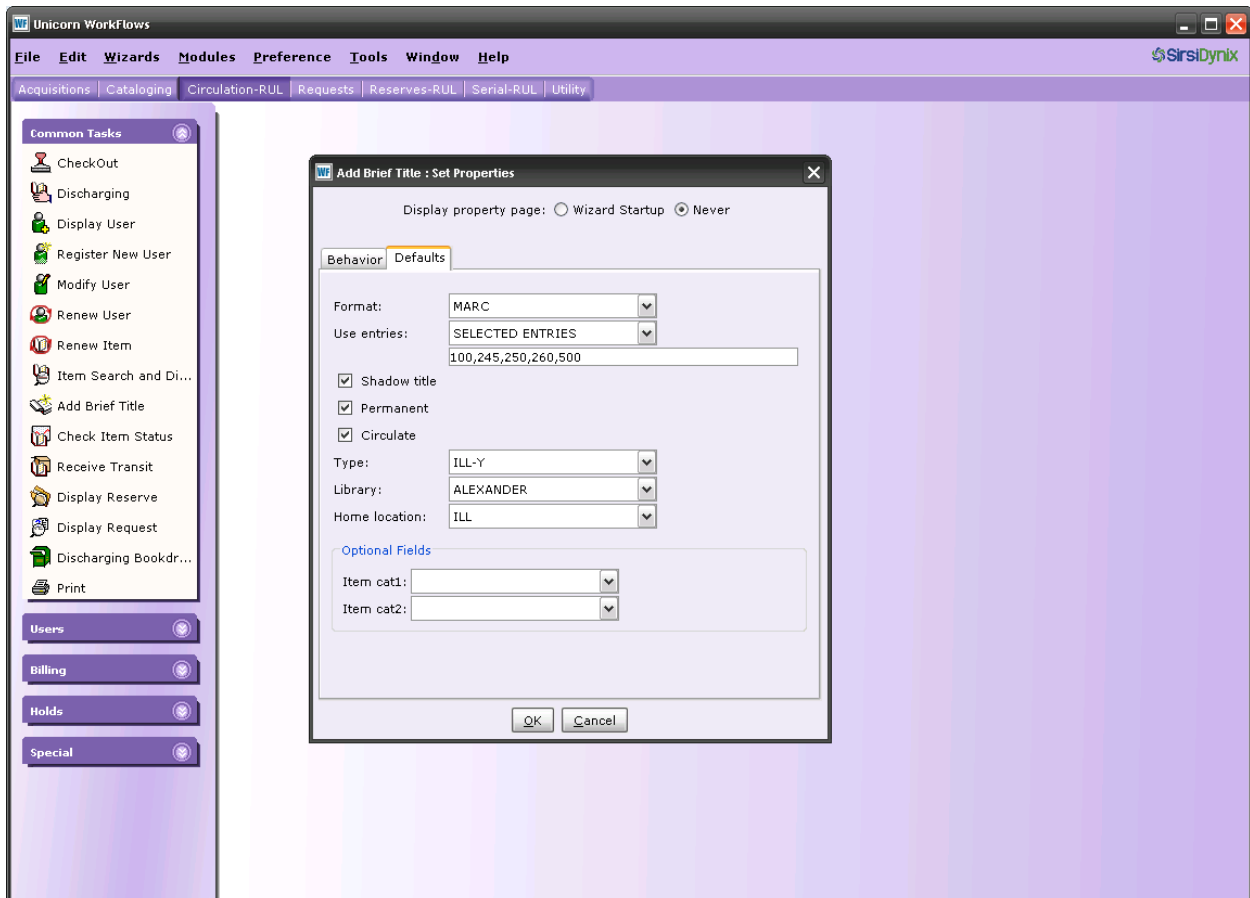
Circulate checked

Type: ILL-Y

Library: your library (Alexander, Dana, or Camden depending on where the brief title is Created)

Home Location: ILL

[Add Brief Title] wizard Properties at Alexander for circulating ILL items:



Click on the [Add Brief Title] wizard.

Enter the following information:

- Personal author 100: **Number of reels. Number of volumes**
- Title 245: enter a brief title for the item(ALL LOWER CASE)
- Edition 250: enter the ILLiad transaction # in
- Publication info 260: your initials
- New call number: enter ILL, patron's pickup library, patron's last name (ALL UPER CASE)
- Library: your library (Default)
- Item type: ILL-Y (Default)
- Home location: ILL (Default)
- Item barcode: scan or enter the item's barcode

The screenshot shows the 'Unicorn WorkFlows' application window with the 'Add Brief Title' dialog box open. The dialog has a menu bar (File, Edit, Wizards, Modules, Preference, Tools, Window, Help) and a toolbar (Acquisitions, Cataloging, Circulation-RUL, Requests, Reserves-RUL, Serial-RUL, Utility). On the left is a sidebar with 'Common Tasks' (CheckOut, Discharging, Display User, Register New User, Modify User, Renew User, Renew Item, Item Search and Di..., Add Brief Title, Check Item Status, Receive Transit, Display Reserve, Display Request, Discharging Bookdr..., Print) and other sections (Users, Billing, Holds, Special). The main area of the dialog is titled 'Add Brief Title' and contains the following fields:

- Item ID: XX(3384325.1) ID:3384325-1001
- Title info**
 - Personal author: 100 (dropdown), 1 (dropdown), [dropdown]
 - Title: 245 (dropdown), 1 (dropdown), **REQUIRED FIELD** (dropdown)
 - Edition: 250 (dropdown), [dropdown], [dropdown]
 - Publication info: 260 (dropdown), [dropdown], [dropdown]
- Call number and copy info**
 - New call number: XX(3384325.1) (text field)
 - Library: ALEXANDER (dropdown)
 - Item type: ILL-Y (dropdown)
 - Home location: ILL (dropdown)
 - Item Barcode: 3384325-1001 (text field)
 - Item cat1: [dropdown]
 - Item cat2: [dropdown]

At the bottom of the dialog are buttons: Add Brief Title (o), Add Another Title, Make More Changes, Cancel, and Close.

Sample ILL brief title created at Alexander for pickup at Chang:

Unicorn Workflows

File Edit Wizards Modules Preference Tools Window Help

Acquisitions Cataloging Circulation-RUL Requests Reserves-RUL Serial-RUL Utility

SirsiDynix

Add Brief Title

Common Tasks

- CheckOut
- Discharging
- Display User
- Register New User
- Modify User
- Renew User
- Renew Item
- Item Search and Di...
- Add Brief Title
- Check Item Status
- Receive Transit
- Display Reserve
- Display Request
- Discharging Bookdr...
- Print

Users

Billing

Holds

Special

***REQUIRED FIELD**
XX(3384325.1) ID:3384325-1001

Title info

Personal author: 100 1

Title: 245 1 the unknown catacomb

Edition: 250 TN 59000

Publication info: 260 reb

Call number and copy info

New call number: ILL CHANG MASON

Library: ALEXANDER

Item type: ILL-Y

Home location: ILL

Item Barcode: 39030002482861

Item cat1:

Item cat2:

Add Brief Title (o) Add Another Title Make More Changes Cancel Close

Sample ILL brief title created at Dana for pickup at Dana:

Unicorn Workflows

File Edit Wizards Modules Preference Tools Window Help

Acquisitions Cataloging Circulation-RUL Requests Reserves-RUL Serial-RUL Utility

SirsiDynix

Add Brief Title

Common Tasks

- CheckOut
- Discharging
- Display User
- Register New User
- Modify User
- Renew User
- Renew Item
- Item Search and Di...
- Add Brief Title
- Check Item Status
- Receive Transit
- Display Reserve
- Display Request
- Discharging Bookdr...
- Print

Users

Billing

Holds

Special

***REQUIRED FIELD**
XX(3384325.1) ID:3384325-1001

Title info

Personal author: 100 1

Title: 245 1 the unknown catacomb

Edition: 250 TN 59000

Publication info: 260 reb

Call number and copy info

New call number: ILL DANA SMITH

Library: DANA

Item type: ILL-Y

Home location: ILL

Item Barcode: 39030002482861

Item cat1:

Item cat2:

Add Brief Title (o) Add Another Title Make More Changes Cancel Close

Sample ILL brief title created at Camden for pickup at Camden:

Unicorn Workflows

File Edit Wizards Modules Preference Tools Window Help

Acquisitions Cataloging Circulation-RUL Requests Reserves-RUL Serial-RUL Utility

SirsiDynix

Add Brief Title

Common Tasks

- CheckOut
- Discharging
- Display User
- Register New User
- Modify User
- Renew User
- Renew Item
- Item Search and Di...
- Add Brief Title
- Check Item Status
- Receive Transit
- Display Reserve
- Display Request
- Discharging Bookdr...
- Print

Users

Billing

Holds

Special

***REQUIRED FIELD**
XX(3384325.1) ID:3384325-1001

Title info

Personal author: 100 1

Title: 245 1 the unknown catacomb

Edition: 250 TN 59000

Publication info: 260 reb

Call number and copy info

New call number: ILL CAMDEN SMITH

Library: CAMDEN

Item type: ILL-Y

Home location: ILL

Item Barcode: 39030002482861

Item cat1:

Item cat2:

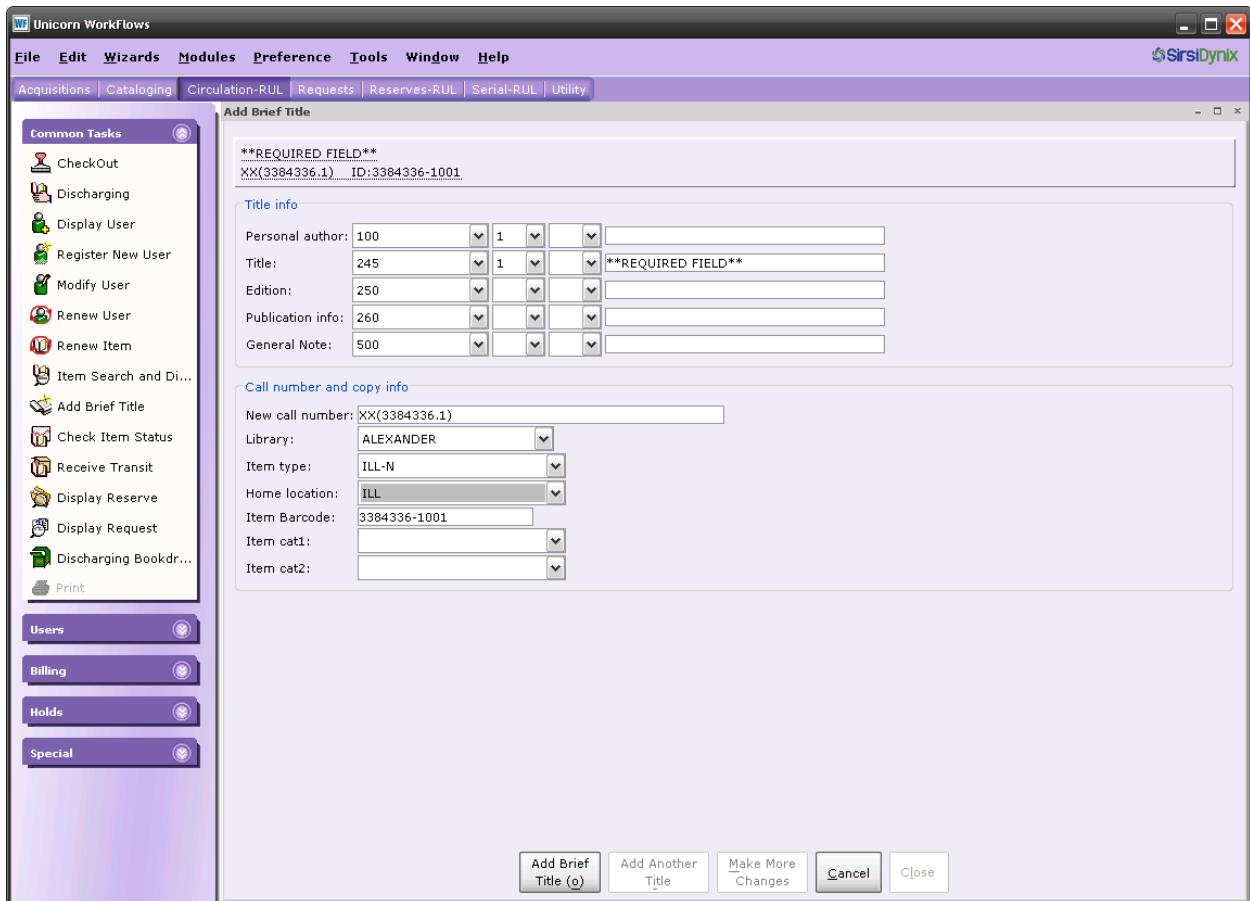
Add Brief Title (o) Add Another Title Make More Changes Cancel Close

#2 To create brief titles for ILL items with special conditions. For example, in-library use only ILL items, ILL items with special Due Dates, and ILL items with special conditions such as no photocopying, no renewals, etc.):

Click on the [Add Brief Title] wizard.

Enter the following information:

- Personal author 100: Special Condition (e.g. number of reels, no photocopying, in-library use only, no renewals, ect.)
- Title 245: enter a brief title for the item
- Edition 250: enter the ILLiad transaction # in
- Publication info 260: your initials
- General note 500: enter Due date
- New call number: enter **ILLSPECIAL**, patron's pickup library, patron's last name (ALL UPER CASE)
- Library: your library (Default)
- Item type: **ILL-N**
- Home location: ILL (Default)
- Item barcode: scan or enter the item's barcode



Sample ILLSPECIAL brief title created at Dana for pickup at Dana:

Unicorn WorkFlows

File Edit Wizards Modules Preference Tools Window Help

Acquisitions | Cataloging | Circulation-RUL | Requests | Reserves-RUL | Serial-RUL | Utility

Common Tasks

- CheckOut
- Discharging
- Display User
- Register New User
- Modify User
- Renew User
- Renew Item
- Item Search and Di...
- Add Brief Title
- Check Item Status
- Receive Transit
- Display Reserve
- Display Request
- Discharging Bookdr...
- Print

Users

Billing

Holds

Special

Add Brief Title

****REQUIRED FIELD****
XX(3384336.1) ID:3384336-1001

Title info

Personal author:	100	1		In Library use only. No renewal.
Title:	245	1		aztec and other mexican indian designs
Edition:	250			TN 59000
Publication info:	260			reb
General Note:	500			Due 7/29/2008

Call number and copy info

New call number:	ILLSPECIAL DANA MASON
Library:	DANA
Item type:	ILL-N
Home location:	ILL
Item Barcode:	39030002482861
Item cat1:	
Item cat2:	

Add Brief Title (o) Add Another Title Make More Changes Cancel Close

Sample ILLSPECIAL brief title created at Camden for pickup at Camden:

The screenshot shows the Unicorn WorkFlows application window. The title bar reads "Unicorn WorkFlows" and the menu bar includes "File", "Edit", "Wizards", "Modules", "Preference", "Tools", "Window", and "Help". The "SirsiDylix" logo is in the top right corner. Below the menu bar, there are tabs for "Acquisitions", "Cataloging", "Circulation-RUL", "Requests", "Reserves-RUL", "Serial-RUL", and "Utility".

The main window is titled "Add Brief Title". On the left side, there is a sidebar with "Common Tasks" and "Users" sections. The "Common Tasks" section includes: CheckOut, Discharging, Display User, Register New User, Modify User, Renew User, Renew Item, Item Search and Di..., Add Brief Title, Check Item Status, Receive Transit, Display Reserve, Display Request, Discharging Bookdr..., and Print. The "Users" section includes: Users, Billing, Holds, and Special.

The main content area of the "Add Brief Title" window is divided into two sections:

Title info

Personal author: 100 1 In Library use only. No renewal.

Title: 245 1 aztec and other mexican indian designs

Edition: 250 TN 59000

Publication info: 260 reb

General Note: 500 Due 7/29/2008

Call number and copy info

New call number: ILLSPECIAL CAMDEN MASON

Library: CAMDEN

Item type: ILL-N

Home location: ILL

Item Barcode: 39030002482861

Item cat1:

Item cat2:

At the bottom of the window, there are five buttons: "Add Brief Title (o)", "Add Another Title", "Make More Changes", "Cancel", and "Close".

#3 To place a hold on ILL/ILLSPECAIL item for the patron:

- Click the Holds group wizard
- Click the Place Hold Wizard
- Use the User ID in the User ID box
- Scan the item barcode in the item ID box
- Under Hold Info, select the Pickup library
- Click Place Hold

The screenshot shows the 'Place Hold' wizard in the Unicorn Workflows application. The interface is divided into a left sidebar and a main content area. The sidebar contains several sections: 'Common Tasks', 'Users', 'Billing', 'Holds', and 'Special'. The 'Holds' section is expanded, showing options like 'Place Hold', 'Display User Holds', 'Modify User Holds', 'Remove User Hold', 'Display Title Holds', 'Display Item Holds', 'Modify Item Holds', 'Remove Item Hold', and 'Trap Holds'. The main content area is titled 'Place Hold' and contains several sections: 'User information', 'Item information', 'Identify User' (with a 'User ID' text box), 'Identify item' (with an 'Item Barcode' text box), 'Hold Info' (with a 'Pickup library' dropdown, an 'Expires' dropdown, and a 'Comments' text box), 'Level/Range' (with radio buttons for 'Level' and 'Range'), and 'Recall status' (with radio buttons for 'Allow Recall', 'No Recall', and 'Recall now (RUSH)'). At the bottom of the main content area, there is a 'Make hold first in queue' checkbox. At the bottom of the entire window, there are five buttons: 'Get User Information', 'Get Item Information (b)', 'Place Hold', 'Place Hold for Another User (g)', and 'Close'.