
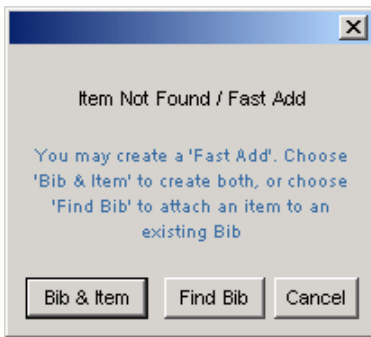


HORIZON FAST-ADD - ILL

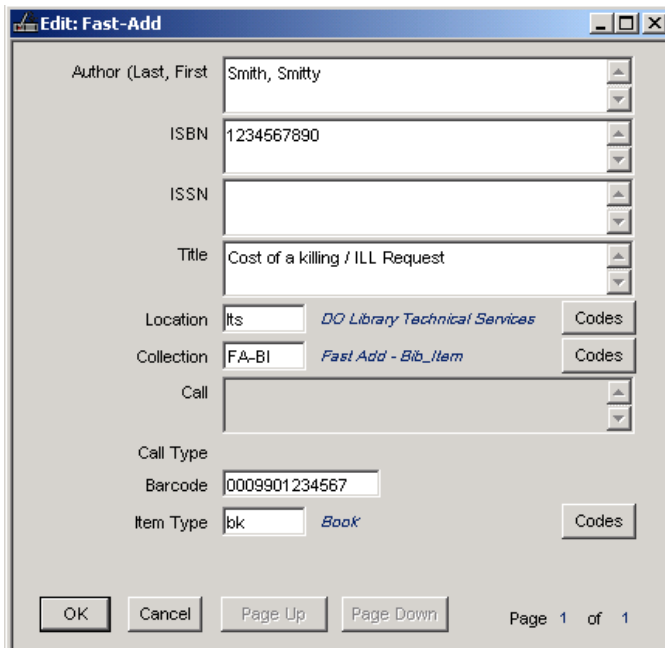
Fast-Adds are done at the point of Circulation with a Borrower record up in Checkout. Fast-Add is used to circulate materials, as a temporary measure, that have not been cataloged. Once the item has been circulated and returned, the Bib and Item records are deleted.

Fast-Add could be used to circulate ILL materials received from outside libraries.

- 1) Click on the Checkout window to ensure that it is the active window OR click on the Open CKO Window button  on the toolbar.
- 2) At the CKO window enter the borrower barcode OR press F4 to search for borrower by name, SS#, or Student ID#.
- 3) The Borrower screen appears showing borrower name and barcode (as long as there are no Blocks or Maximums or if Override is selected).
- 4) From the Menu bar, choose Item / New Item. A message box opens.



- 5) Click the **Bib & Item** button. The Edit:Fast-Add window opens.

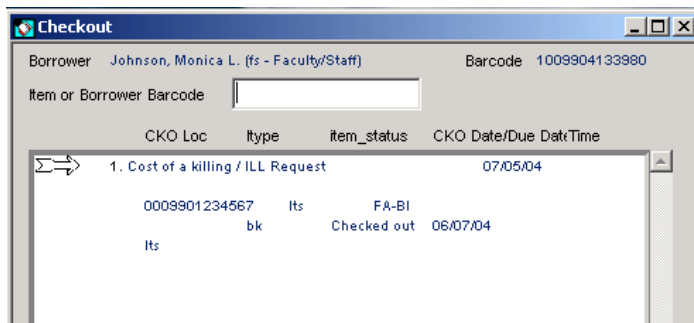


The "Edit: Fast-Add" window contains the following fields and controls:

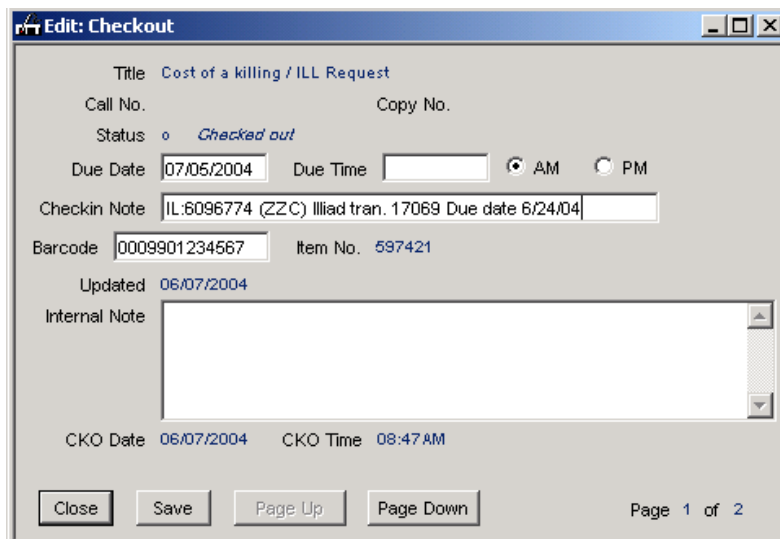
- Author (Last, First): Smith, Smitty
- ISBN: 1234567890
- ISSN: (empty)
- Title: Cost of a killing / ILL Request
- Location: Its *DO Library Technical Services* Codes
- Collection: FA-BI *Fast Add - Bib_Item* Codes
- Call: (empty)
- Call Type: (empty)
- Barcode: 0009901234567
- Item Type: bk *Book* Codes

At the bottom, there are buttons for "OK", "Cancel", "Page Up", "Page Down", and "Page 1 of 1".

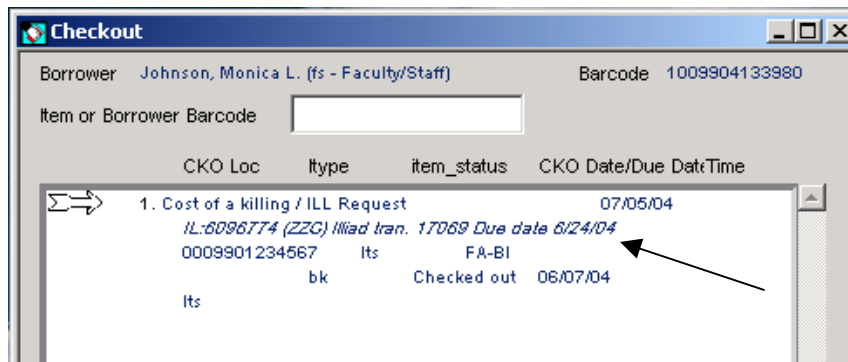
- 6) Enter the author's name. If there are multiple authors, enter only the first name. Enter the name in Lastname, Firstname Middle format. Do not enter dates, editor, illus., etc.
- 7) Enter ISBN or ISSN number(s) if available.
- 8) Enter the title (required). Omit initial articles (the, a, an, etc.). Capitalize the first word of the title. At the end of the title type: / ILL request (ex. Title of book / ILL request).
- 9) The Location field (required) autofills with your college location. Click the **Codes** button to select a different Location code, if desired.
- 10) Enter FA-BI in the Collection field (required).
FA-BI – FastAdd-Bib_Item Used for bibs/items that **will not be** retained in Horizon. The Bib and Item record are deleted upon Checkin.
- 11) Enter the barcode number in the Barcode field (required). If necessary, click the **Page Down** button or expand the screen to see the Barcode field.
- 12) Enter the appropriate Itype in the Item Type field (required).
- 13) Verify information entered and then click **OK**. The bib/item are temporarily created for checkout purposes and the item is checked out to the Borrower.



- 14) Click the **Edit Item** button. ILL information can be entered in the Checkin Note field.



- 15) Click the **Save** button and the **Close** button. ILL information entered in the Checkin Note field displays in the Checkout window.

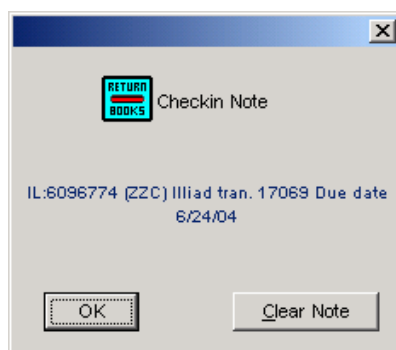


- 16) The Patron's view of items checked out is displayed below. The second item was checked out using the 'DRA on-the-fly method' of ILL checkout. The other items were checked out using Horizon Fast Add and allow the patron to see the actual titles of items checked out.



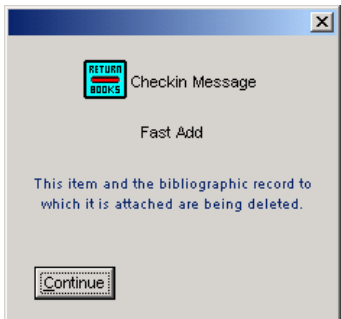
Checkin Fast-Adds

- 17) Checkin the item. A message box opens displaying the Checkin Note.



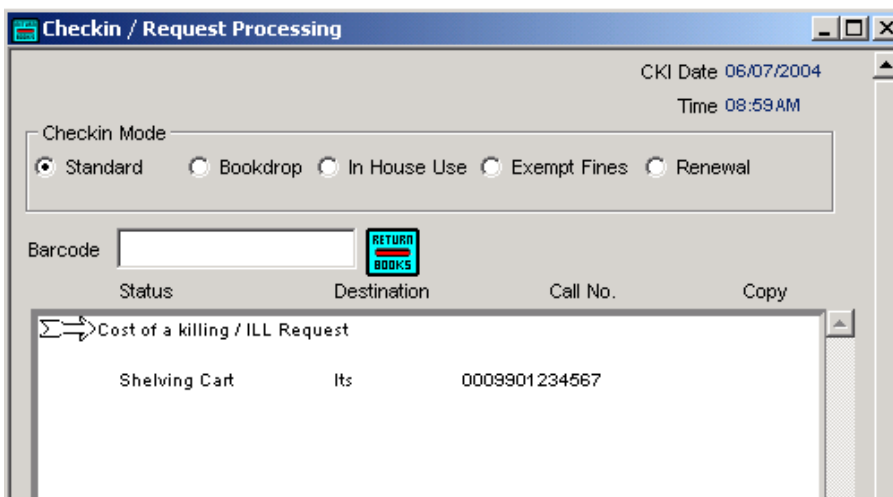
- 18) Click the **Clear Note** button.

19) A message box opens. Both the Bib and Item record are being deleted.



20) Click the **Continue** button to continue checkin.

21) After checkin, the item title information is displayed in the Checkin window. The Location is listed as Shelving Cart, but the title and item have been deleted.



22) Press F2 to search the title or barcode number to verify that the bib and/or item records have been deleted.

LOCATION CODES

LOCATION CODES	DESCRIPTION
cgc	Chandler-Gilbert CC
cgcav	Chandler-Gilbert CC Media
cgcrr	Chandler-Gilbert CC Reserve Room
cgcwil	Chandler-Gilbert CC Williams
domcli	DO MCLI
doonl	Online Resources
dotr	DO Training
ebacco	Ebrary Academic Complete
ebgein	Ebrary General Interest
emc	Estrella Mountain CC
emcrr	Estrella Mountain CC Reserve Room
gcc	Glendale CC
gccrr	Glendale CC Reserve Room
gwc	Gateway CC
gwcrr	Gateway CC Reserve Room
lts	DO Library Technical Services
mcc	Mesa CC
mcccb	Mesa CC Country Club & Brown
mcctl	Mesa CC Ctr Teaching Learning
mccdc	Mesa CC Downtown
mccmd	Mesa CC Media
mcrr	Mesa CC Reserve Room
mccwc	Mesa CC Williams
mrm	Mesa CC Red Mountain
mrmd	Mesa CC Red Mountain Media
mrmmrr	Mesa CC Red Mountain Reserve Room
ntlib	netLibrary
pc	Phoenix College
pcrr	Phoenix College Reserve Room
pvc	Paradise Valley CC
pvcrr	Paradise Valley CC Reserve Room
rsc	Rio Salado College
rscdl	Rio Salado College Distance Learning
scc	Scottsdale Community College
sccrr	Scottsdale Community College Reserve Room
smc	South Mountain Community College
smcrr	South Mountain Community College Reserve Room

ITYPE CODES

ITYPE CODES	DESCRIPTION
abk	Audio Book
adup	Audio Duplicate
arec	Audio Recorder
arl	Article
at	Audio Tape
atk	Atlas
audjk	Audio Multi-Jack Box
bk	Book
bvhs	Video VHS - Bookable
cac	Computer Access Card
cal	Calculator
cd	Audio CD
cdpl	CD Player
cdr	CD ROM
chart	Chart
dvd	DVD
ebk	Electronic Book
ejr	Electronic Journal
ersrc	Electronic Resource
fc	Flash Card
fs	Film Strip
game	Game
glb	Globe
hard	Hardware
hdp	Headphones
ill	Interlibrary Loan
indx	Index
kit	Kit
lp	Audio LP Recording
map	Map
mc	Music Cassette
mdl	Model
mf	Micro Form
mm	Multimedia
mp	Motion Picture
ms	Music Score
ncarl	Non-Circ Article
ncat	Non-Circ Audio Tape
ncbk	Non-Circ Book
nccd	Non-Circ Audio CD
nccdr	Non-Circ CD ROM
ncchart	Non-Circ Chart
ncdvd	Non-Circ DVD
ncfc	Non-Circ Flash Card
ncfs	Non-Circ Film Strip

ncgame	Non-Circ Game
ncglb	Non-Circ Globe
nchart	Non-Circ Chart
nckit	Non-Circ Kit
nclp	Non-Circ Audio LP Recording
ncmap	Non-Circ Map
ncmc	Non-Circ Music Cassette
ncmdl	Non-Circ Model
ncmf	Non-Circ Micro Form
ncmm	Non-Circ Multimedia
ncmp	Non-Circ Motion Picture
ncms	Non-Circ Music Score
ncper	Non-Circ Periodical
ncphg	Non-Circ Photos
ncphlt	Non-Circ Pamphlet
ncsft	Non-Circ Software
ncslide	Non-Circ Slide
ncvdisc	Non-Circ Video Disc
ncvhs	Non-Circ Video VHS
nrarl	Non-Request Article
nrat	Non-Request Audio Tape
nrbk	Non-Request Book
nred	Non-Request Audio CD
nrcdr	Non-Request CD ROM
nrcchart	Non-Request Chart
nrdvd	Non-Request DVD
nrfc	Non-Request Flash Card
nrfs	Non-Request Film Strip
nrgame	Non-Request Game
nrglb	Non-Request Globe
nrkit	Non-Request Kit
nrlp	Non-Request Audio LP Recording
nrmap	Non-Request Map
nrmc	Non-Request Music Cassette
nrmdl	Non-Request Model
nrmf	Non-Request Micro Form
nrmm	Non-Request Multimedia
nrmp	Non-Request Motion Picture
nrms	Non-Request Music Score
nrper	Non-Request Periodical
nrphg	Non-Request Photos
nrphlt	Non-Request Pamphlet
nrsft	Non-Request Software
nrslide	Non-Request Slide
nrvdisc	Non-Request Video Disc
nrvhs	Non-Request Video VHS
per	Periodical
phg	Photos

phlt	Pamphlet
picture	Picture
pstr	Poster
realia	Realia
rr120dy	Reserve Room 120 day
rr150dy	Reserve Room 150 day
rr1dy	Reserve Room 1 day
rr1hr	Reserve Room 1 hour
rr1wk	Reserve Room 1 week
rr21dy	Reserve Room 21 day
rr24hr	Reserve Room 24 hour
rr2dy	Reserve Room 2 day
rr2hr	Reserve Room 2 hour
rr2wk	Reserve Room 2 week
rr3dy	Reserve Room 3 day
rr3hr	Reserve Room 3 hour
rr3wk	Reserve Room 3 week
rr48hr	Reserve Room 48 hour
rr4hr	Reserve Room 4 hour
rr7dy	Reserve Room 7 day
sculptr	Sculpture
sft	Software
slide	Slide
trans	Transparency
unk	Unknown itype for item creation
vdisc	Video Disc
vhs	Video VHS