
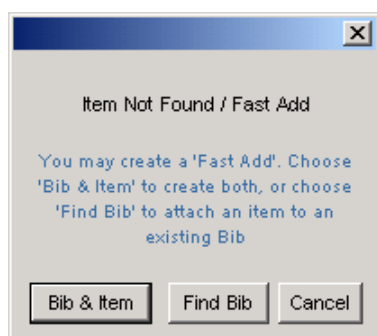


HORIZON FAST-ADD

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. Fast-Adds are either Bib and Item record, or, are Item records only. Once the item has been circulated and returned, the Bib and Item records can be retained or deleted.

Note: In Horizon, an item record must be attached to a bib record. There is no “uncataloged” item record equivalent to DRA, but Fast-Adds are to be used for the same intent.

- 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) If there are no Blocks or Maximums or if Override is selected, the Borrower screen appears showing borrower name and barcode.
- 4) From the Menu bar, choose Item / New Item. A message box opens.



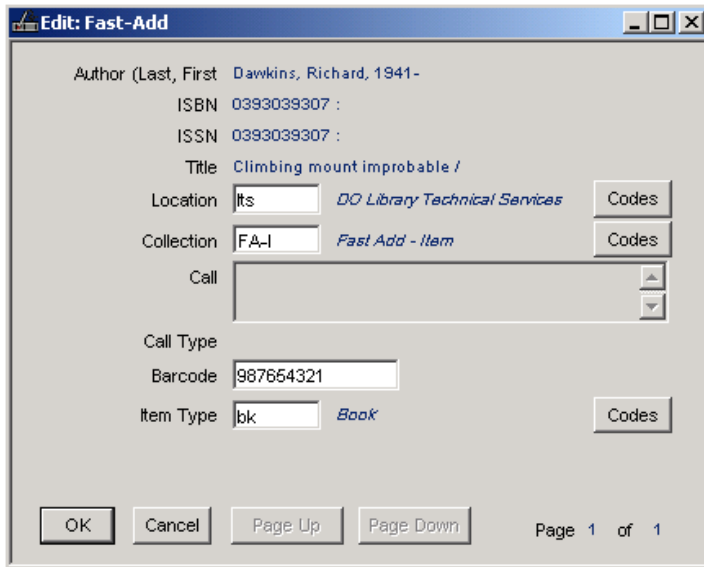
- 5) The first step is to Search Horizon for the item to see if a Bib record already exists. Click the **Find Bib** button. The Search window opens.
- 6) Do a search for the item.

If a record is found that matches the material, only an Item Fast-Add is required.

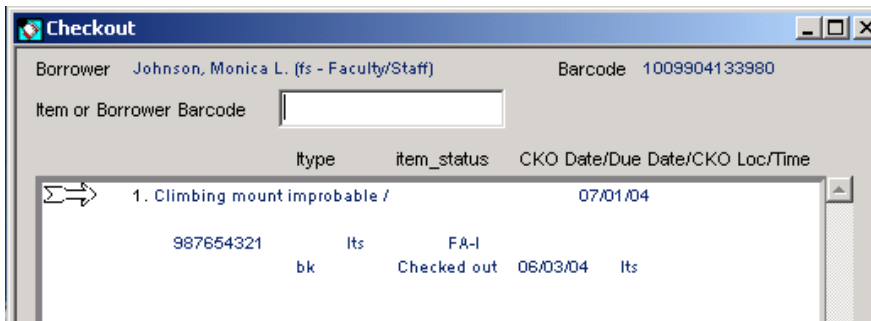
If no record is found, go to Step 14. A Bib and Item Fast-Add is required.

Item Fast-Add

- 7) If a hit-list of titles displays, double-click on the correct title to display the Bibliographic Detail window (a single hit automatically displays in this window).
- 8) Press F10 or choose Edit / Send to from the Menu bar.
The Edit:Fast-Add window opens with the author, title, ISBN information already entered.

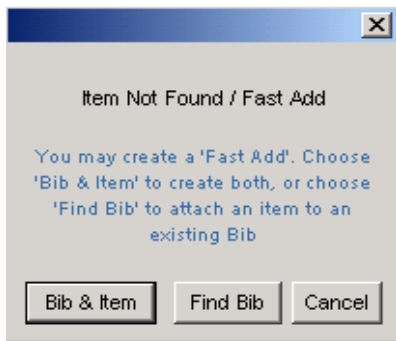


- 9) The Location field autofills with your college location. Click the **Codes** button to select a different Location code, if desired.
- 10) Enter the Collection Code as follows:
 - FA – Fast Add** Use for items that **will be** retained in Horizon. The Item record is retained upon Checkin.
 - FA-I – Fast-Add – Item** Use for items that **will not be** retained in Horizon. The Item record is deleted upon Checkin.
- 11) Enter the barcode number in the Barcode field.
- 12) Enter the appropriate Itype in the Item Type field.
- 13) Verify information entered and then click **OK**. The item is automatically created and checked out to the Borrower.



Bib and Item Fast-Add

- 14) If no Bib record is found, close the Search and Edit:Fast-Add windows and return to the Checkout window.
- 15) From the Menu bar, choose Item / New Item. A message box opens.



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

17) 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.

18) Enter ISBN or ISSN number(s) if available.

19) Enter the title (required). Omit initial articles (the, a, an, etc.). Capitalize the first word of the title.

20) The Location field (required) autofills with your college location. Click the **Codes** button to select a different Location code, if desired.

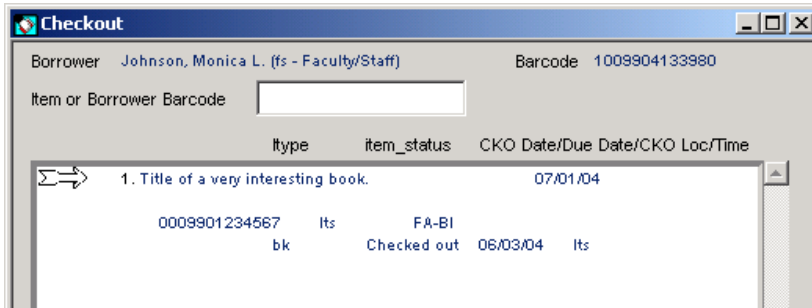
21) Enter the appropriate Fast-Add Collection Code (required) as follows:

FA – Fast Add Use for bibs/items that **will be** retained in Horizon. The Bib and Item record(s) are retained upon Checkin.

FA-BI – FastAdd-Bib_Item Use for bibs/items that **will not be** retained in Horizon. The Bib and Item record are deleted upon Checkin.

22) Enter the barcode number in the Barcode field (required).

- 23) Enter the appropriate Itype in the Item Type field (required).
- 24) 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.

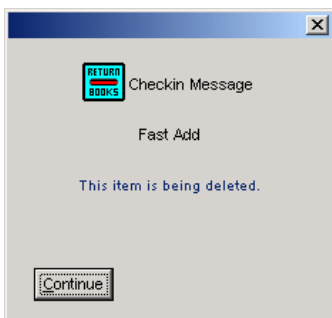


Checkin Fast-Adds

- 25) Checkin the item. A message box opens. Click the **Continue** button to complete the checkin. What happens when an item is checked in is determined by the Collection code used in the item.
 - FA – FastAdd** The Bib and/or Item record(s) are retained upon Checkin.
 - FA-I – FastAdd-Item** The Item record is deleted upon Checkin.
 - FA-BI – FastAdd-Bib_Item** The Bib and Item record are deleted upon Checkin.



This is the message received after a FastAdd (FA) item is checked in. Bib and/or item records are retained in Horizon.

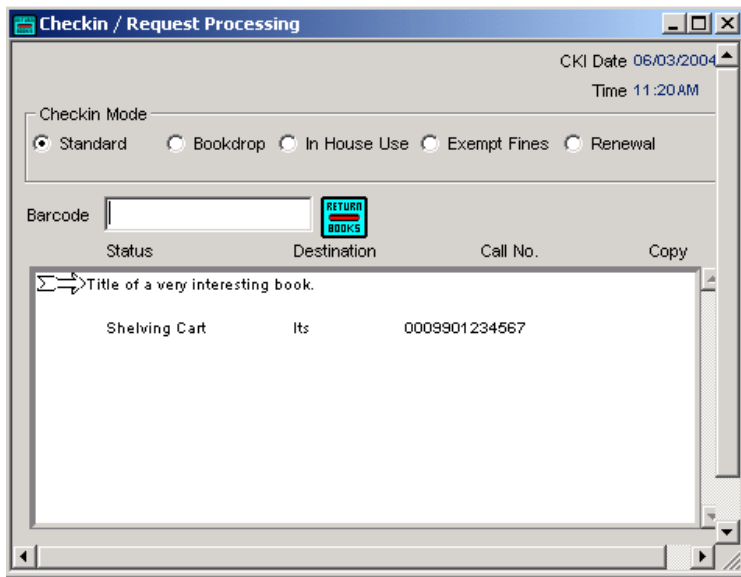


This is the message received after a FastAdd-Item (FA-I) item is checked in. The item record is deleted in Horizon.



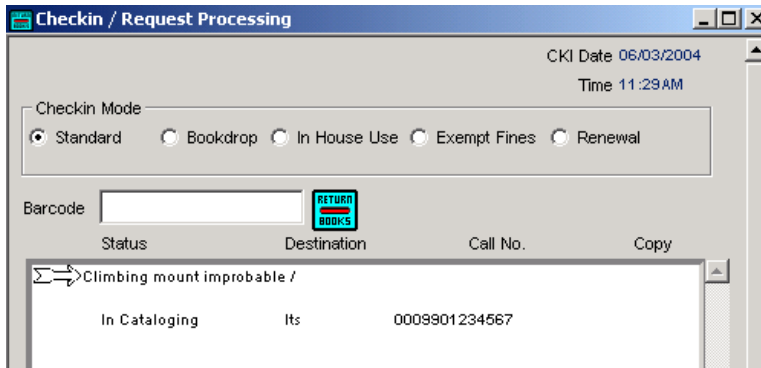
This is the message received after a FA-BI-FastAdd-Bib_Item item is checked in. The bib and item records are deleted in Horizon.

26) After checkin, the item title information is displayed in the Checkin window. For items that have been deleted, the Location is listed as Shelving Cart, but the title and/or item have been deleted.



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

28) Items with a Collection code of FA are retained in Horizon. The status is set to In Cataloging.



29) Send the item to LTS for full cataloging or edit the Item record status as desired.

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

COLLECTION CODES

COLLECTION CODES	DESCRIPTION	DEFAULT CallType
asl	American Sign Language	lc
atlas	Atlas	lc
aubknfi	Audio Book NonFiction	lc
audbk	Audio Book	lc
audbkfi	Audio Book Fiction	lc
carcoll	Career & College	lc
carcolr	Career & College Ref	lc
cdrom	CD-ROM	lc
child	Children's Curriculum	lc
circdsk	Circulation Desk	lc
clcref	College & Careers Reference	lc
collcar	College & Careers	lc
darchiv	Archives (DDC): For Dewey Classified (PVC/MCC archive collections ONLY)	ddc
dstlrng	Distance Learning	locNI
Dv	Diversity	lc
Dvd	DVD	lc
Edtc	EDTC	lc
Emt	Emergency Medical Technology	lc
Equip	Equipment	locNI
Ersrc	Electronic Resources	lc
Esl	English Second Language	lc
FA	Fast Add	locNI
FA-BI	Fast Add – Bib Item	locNI
FA-I	Fast Add - Item	locNI
facdev	Faculty Development	lc
facuse	Faculty Use Only	lc
frenmn	French Main	lc
frnlang	Foreign Language	lc
frnupr	Foreign Language Upper	lc
general	General	lc
germmn	German Main	lc
indx	Indexes	lc
itailmn	Italian Main	lc
japmn	Japanese Main	lc
jcl	John C. Lincoln Nursing	lc
juv	Juvenile	lc
juvalp	Juvenile Alphabet	lc
juvbil	Juvenile Bilingual	lc
juvblue	Juvenile Non-Fiction Blue Dot	lc
juvcald	Juvenile Caldecott	lc
juvcnt	Juvenile Counting	lc
juveas	Juvenile Easy	lc
Juvgrn	Juvenile Grades 4-6 Green Dot	lc

juvnew	Juvenile Newbery	lc
juvorg	Juvenile Young Adult Orange Dot	lc
juvpink	Juvenile French Pink Dot	lc
juvred	Juvenile Picture Book Red Dot	lc
juvspan	Juvenile Spanish	lc
juvwht	Juvenile Spanish White Dot	lc
juvyel	Juvenile Grades 1-3 Yellow Dot	lc
larchiv	Archives (LC): For LC Classified	lc
legal	Legal	lc
leinfic	Leisure NonFiction	pop
leiread	Leisure Reading	pop
leirfic	Leisure Fiction	pop
libdev	Library Development	lc
litlib	Literacy Library	lc
maps	Maps	lc
math	Math	lc
media	Media	lc
micfic	Microfiche	locNI
Micfilm	Microfilm	locNI
Micro	Microfilm / Fiche	locNI
Mort	Mortuary Science	lc
Multme	Multimedia	lc
Musat	Music Audiocassettes	lc
Muscd	Music CD	lc
Muscol	Music Collection	lc
Nwarv	New Arrival	lc
nwspap	Newspaper	locNI
ovrsze	Oversized	lc
pback	Paperback	pop
pbckfic	Paperback Fiction	pop
pbcknfi	Paperback NonFiction	pop
period	Periodical	locNI
phlt	Pamphlet	pop
pic	Picture	lc
popmov	Popular Movies	lc
poster	Posters	lc
prof	Professional	lc
rdycirc	Ready Circulation	lc
rdyref	Ready Reference	lc
ref	Reference	lc
sculp	Sculpture	lc
softwa	Software (CD-ROM)	lc
spanmn	Spanish Main	lc
spaupr	Spanish Upper	lc
spc	Special	lc
sw	Southwest	lc
swind	Southwest Indian	lc
swinref	Southwest Indian Reference	lc

swmp	Southwest Pamphlet	pop
tbd	To be deleted	locNI
unk	Unknown Collection for Item Creation	locNI
vddvd	Video / DVD	lc
video	Video	lc
waref	Water Reference	lc

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