

ITEM CREATION IN HORIZON

Item Creation is done in the Cataloging Module of Horizon. The first step is to search for the title to which you are adding item(s).

1. Press the F2 key to open the Search window. Enter a search for the title to which you are adding item(s) and click OK.
2. Select the title and press the F10 key to open the List Items window.
3. To add a new item, click the New button at the bottom of the screen (keyboard shortcut: Control/N). The Edit Items window opens.

The screenshot shows a window titled "Edit: Items for Bib 117412". The fields are as follows:

- Bib #: 117412
- Item#: [empty]
- Copy#: [empty]
- Created: 05/25/2004
- Updated: [empty]
- Staff-Only:
- Item Type: [empty] (with "Codes" button)
- Item Barcode: [empty]
- Location: [empty] (with "Codes" button)
- Collection: [empty] (with "Codes" button)
- Call Type: [empty] (with "Codes" button)
- Call No.: SF427 .W788 1984
- Copy Statement: [empty]
- Serial Volume No.: [empty]
- Source: [empty]
- Price: [empty]
- Item Note: [empty]

At the bottom, there are buttons for "Close", "Save", "Page Up", and "Page Down". The page indicator shows "Page 1 of 2".

4. Fill out the fields according to the following instructions.
5. Click the Save button when all the fields have been completed.

EDIT ITEM FIELDS IN HORIZON

BIB #: System Assigned Control Number to the Bibliographic Record

ITEM #: System Assigned Control Number to the Item Record [not the barcode #]

COPY #: System Assigned Control Number to the Copy Record

CREATED: Date item was created; System assigned [DRA=Inv dt]

UPDATED: Date item was last modified; System assigned [DRA=status dt]

STAFF ONLY: DO NOT USE [Not currently available]

ITEM TYPE (required): Select the ITYPE describing the physical description/type of item being barcoded; ITYPE determines the circ rules that apply to the item such as loan period, fine rate, grace period, renewal period, etc.

5 Variations

- Regular
- NonCirc - to designate itype as noncirculating and nonrequestable; **used for reference materials**; [prefix, nc]
- NonRequest - to designate itype as nonrequest but circulating; [prefix, nr]
- Reserve - based on loan period, not format; [prefix, rr]
- Bookable - to designate itype as bookable; [prefix, b. Note: not all are setup]

Use codes from the list in Appendix A. Contact sys admin if changes/additions to the codes are desired.

ITEM BARCODE (required): Verify Barcode. Must be unique.

Scan or type in an item barcode. If barcoding multi-volume sets, use in sequential order for display purposes. New item barcodes should start with 000... and be 13 digits in length.

LOCATION (required): Verify Location.

Start typing a location (autofills; make sure it is the one you want); or, Select from the CODES. Most colleges have more than one location - know the locations used by your college. Most have a separate location for Reserve Book Room.

Use codes from the list in Appendix B. Contact sys admin if changes/additions to the codes desired.

COLLECTION (required): Verify Collection.

Some of the collection codes are *college specific*. Know the collection codes used by your college. Do not use ones that do not apply to the collections on your site.

The Default CallType is set system-wide for each collection. Exceptions to the collection level calltype for a specific item, can be made in the Item CallType field below.

Use codes from the list in Appendix C. Contact sys admin if changes/additions to the codes are desired.

CALL TYPE: *LEAVE BLANK*

Leave Blank; defaults to the collection specified call type. Refer to the collection code table. **Only use this field if the call type for the item is other than that designated for the collection code used.** *Use as an exception to the rule.* Contact the system administrator if an entire collection needs to be reset, rather than making changes to all the items within a collection.

- lc Library of Congress
- ddc Dewey Decimal classification
- loc *NOT USED*: Local Call Number, using Dewey Decimal sort
- pop Local Call Number, using LC sort
- locNI Local, Not Indexed

CALL NO: *Accuracy is important.*

Should autofill the call number from the bibliographic record & should match the spine label. Call numbers are pulled from the 099, 090 and 050 call number fields in the bib record.

If needed, edit this field for local call number conventions, using standard LC Call number format (spacing & punctuation).

Dynix searches are based on this item-level call number, not the one in the bib record.

COPY STATEMENT:

Specify the volume/part number of the item. Use standard abbreviations per AACR2. *Use lowercase letters in the copy statement.*

Examples:

Volume(s)	v.
Part/Parts	pt. pts.
Book	bk.
Chapter	ch.
Copy Number	c. [Discontinued use with implementation of DRA]
Numer	nr.
Tome	t.

[SERIAL VOLUME NUMBER: DO NOT USE]

Does not display.

SOURCE: Do not input now.

Source from which the item was obtained.

Should pull specific vendor code once ACQ implemented.

DRA item records will not display anything in this field and will appear blank.

PRICE:

Input price paid for the item, without dollar sign (\$). Blank price fields will default to the collection code replacement cost on notices.

ITEM NOTE:

Viewable to the patron on search result screen, and in Staffpac.

ITEM STATUS (required):

Most item statuses are system assigned.

If you get an error message while entering a status, you must change the item status from Circulation.

Use codes from the list in Appendix D. Contact sys admin if changes/additions to the codes are desired.

STATUS UPDATED: System Assigned
(DRA=Status dt)

INVENTORIED: System Assigned
(DRA=Shelf date)

FAST-ADD: *Do Not Check This Box When Creating Items in Cataloging.*
Horizon automatically checks this box if the item was fast-added in another part of Horizon. Fast-adds can be done in Circulation, ACQ and in Reserve.

CHECK-IN NOTE:
Note that displays to staff upon check-in of item. Use for alert-type messages for the staff.

LAST CHECK-OUT: System Assigned
(DRA=Last Trans)

NO. OF CHECK-OUTS: System Generated

DUE: System Generated

TIME: System Generated

OUT TO BORROWER NO.: System Generated

NO. OF PIECES: System Assigned

NO. OF RENEWALS: System Generated

NO. OF PHONE RENEWALS: System Generated

NO. OF OPAC RENEWALS: System Generated

INTERNAL NOTE (Staff Note):
Viewable only to staff, and only when viewing an item record.
(Press CTRL+ENTER to enter a line break in this field).

CHECKOUT LOCATION: System Generated.

APPENDIX A - 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
nced	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
nrcd	Non-Request Audio CD
nrcdr	Non-Request CD ROM
nrcart	Non-Request Chart
nrdrv	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
nrtp	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
nrvidisc	Non-Request Video Disc
nrvhs	Non-Request Video VHS
per	Periodical
phg	Photos
phlt	Pamphlet
picture	Picture
pstr	Poster
realia	Realia
ref	Reference
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
vidisc	Video Disc
vhs	Video VHS

APPENDIX B - 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
mccctl	Mesa CC Ctr Teaching Learning
mccdc	Mesa CC Downtown
mccmd	Mesa CC Media
mccrr	Mesa CC Reserve Room
mccwc	Mesa CC Williams
mrn	Mesa CC Red Mountain
mrnmd	Mesa CC Red Mountain Media
mrnrr	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
rsctl	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

APPENDIX C - 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 Lanugage 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 Bilinqual	lc
juvblue	Juvenile Non-Fiction Blue Dot	lc
juvcald	Juvenile Caldecott	lc

juvent	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
swpmp	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

APPENDIX D – STATUS CODES

STATUS CODES	DESCRIPTION	CAN ADD/EDIT?
a	Archived [Reserve room status]	Yes
b	Bindery	Yes
c	Claimed Returned	No
csa	Closed Stack	DO NOT USE
dmg	Damaged	Yes
e	Item Hold Expired	No
h	Item Being Held	No
i	Checked In [Available in DRA]	No
l	Lost	No
ldra	Lost (DRA) [Borrower no longer attached]	DO NOT USE
lr	Lost Recall	No
m	Item Missing	Yes
mi	Missing Inventory	Yes
n	Newly Acquired	Yes
nr	Non-Request	DO NOT USE
o	Checked Out	No
odra	Checked Out (DRA) [Borrower no longer attached]	DO NOT USE
r	On Order [ACQ status]	No
rb	Reserve Bookroom [Reserve Room status]	No
recall	Recall	No
rp	In Repair	Yes
rw	Reserve Withdrawal [Reserve Room status]	No
s	Shelving Cart	No
t	In Cataloging	Yes
tc	Transit Recall	No
th	Transit Request	No
tr	Transit	No
trace	Trace	Yes
ufa	User Fast Added Item	Yes
w	Withdrawn	Yes
y	To LTS [Materials shipped to LTS]	Yes
z	From LTS [Materials shipped from LTS]	Yes