Copy an existing item template:

1. Call up existing template, using Bibliographic Find Tool. Chose FILE, NEW.

2. Screen pops up to Copy Existing Work Form – Click OK. Generic information is copied over and you have less to change.

3. Make sure to change the name of the template and any other information.

4. Change the Material Type, Loan period, Fine code, Stat code, Collection, etc.—all the consistent information.

5. Save.

You will probably want an item template for type of material and level, example Juvenile Fiction, Country Western CD, etc.