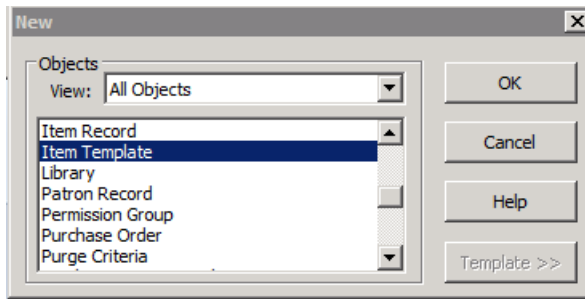


Making Item Templates

You will need item templates for adding items to bibliographic records. These are easy to reproduce and customize for your own library. Remember, you will only see item templates for your library (or libraries).

1. New Paper icon. Choose Item Template.



2. Fill in Name – start with your Library Code then type of material/level.
3. Fill in Material Type, Loan period, Fine code, Stat code, Collection, etc.--all the consistent information.
4. Save.

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