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.

New		x
Objects View: All Objects		ОК
Item Record Item Template Library Patron Record Permission Group Purchase Order Purge Criteria		Cancel Help emplate >>
Itew Item Template 1 - Cataloging - File Edit View Links Tools Help	Polaris	
Template Name: Title: Author: Coll pumpler	Templa	Iate owner: jbauer Image: State of the
Owner: Illnois Heartland I Assigned: Illnois Heartland I Collection: (None)	Library System - Carterville (br) ⊥ibrary System - Carterville (ZCAS) ▼	Shelf location: Temporary location: Circulation status: In-Process
Circulation parameters Material type: (None) Loan period: (None) Fine code: (None) Renewal limit:	Call number Scheme: Prefix: Class: Cutter: Suffix: Vol: Copy:	er (None) Constant of the second sec
Home branch: Illinois Hear	tland Library System - Car 💌 🔽 Do not	Det float

- 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.