



## Fast Add Records

- Use Fast Add Records to create a record for items borrowed from other than SELCO Online Libraries so that the item can be checked out to a patron.

### How to Add a “Fast Add”:

- Bring up the patron record
- Select “Item”
  - From drop down list, select “New Item”
- Select “Bib & Item”
- Fill in “ILL-Title” (title must be preceded by “ILL-“ to facilitate browse searching)
- Location should be your location
- Collection: illmnl
- Barcode – enter the barcode on the item – scan it or enter manually
- Item type: illmnl
- Check *Staff Only* so that the record cannot be seen in an iPAC search and requests will not be placed against it.
- Click OK

The screenshot shows a web form for adding a record. The fields and their values are as follows:

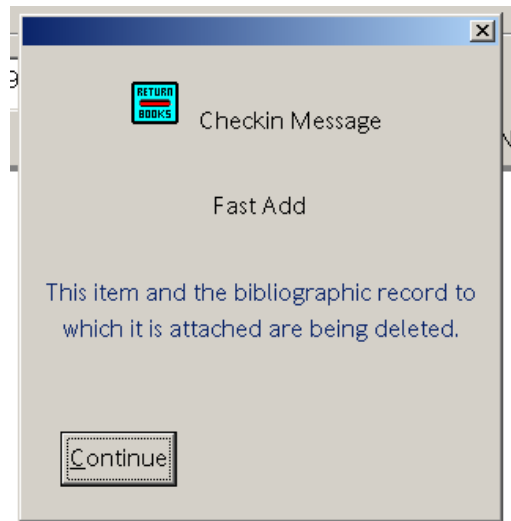
- Title: ILL-Book About Fast Adds (Annotated: ILL- + title of item)
- ISBN: (empty)
- ISSN: (empty)
- Location\*: selco (Annotated: your location)
- Collection\*: illmnl (Annotated: select illmnl from drop-down)
- Call: (empty)
- Call Type: (empty) (Annotated: barcode on item)
- Barcode\*: 1194638
- Item Type\*: illmnl (Annotated: select illmnl from drop-down)
- Staff Only?  (Annotated: check staff only)

Buttons labeled "Codes" are visible next to the Location\*, Collection\*, Call Type, and Item Type\* fields.

*Continue on reverse*

- Remember, a Fast Add record is to be used only for checking out items borrowed through interlibrary loan procedures from another region or library outside the SELCO catalog. Do not place ILL requests on a Fast Add.

When the item is returned and checked in with Collection Code illmnl the record will be deleted and the following message will be displayed



- Collection Code illmnl makes running reports possible to collect statistics
- Use of this I-type illmnl establishes the following circulation parameters:
  - Loan period 21 days
  - No renewals, if over-ridden 21 days
  - Fine-25 cents a day (can be manually edited or waived at libraries' discretion)
  - Notice delay – 5 days
  - Notice interval – 5 days