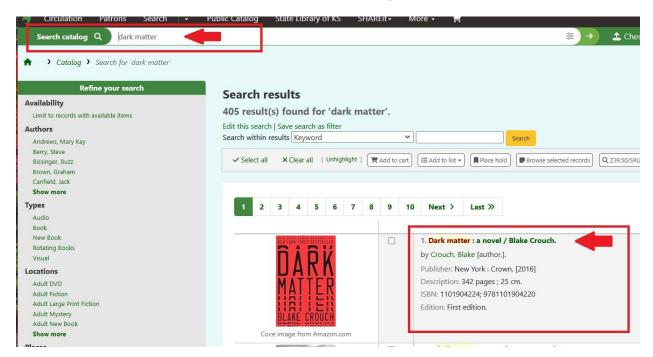
Basic Cataloging. Adding an Item:

Go to catalog search. Find the item that matches the book you are adding to the collection. Click on the title for the next step.

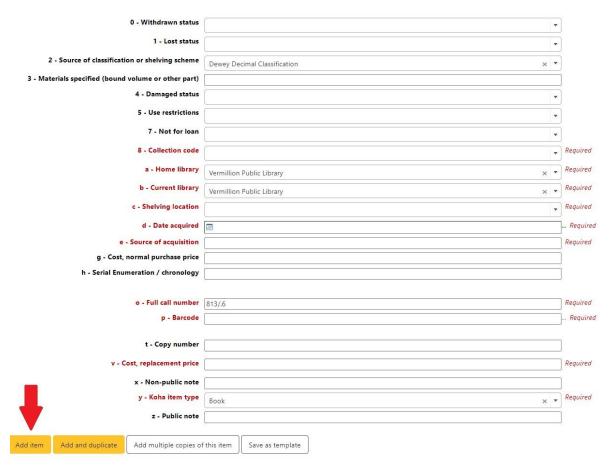


Now you can add the item by clicking on "New" and selecting "New item" from the drop-down menu.



This will take you to the space where you fill in the required fields, including the barcode for the item you are adding. The necessary fields will be highlighted with red font. After you fill out these fields, click on "Add item."

- 8-collection code
- a-home library
- b-current library
- c-shelving location
- d-date acquired (this box will auto-fill after you click in it)
- e-source of acquisition (your initials)
- v-cost, replacement price
- o-full call number
- p-barcode
- y-Koha item type



Once you have filled in the required fields and clicked 'add item' you should be able to view your new record above.