

Asterisked Display of Cataloging Codes

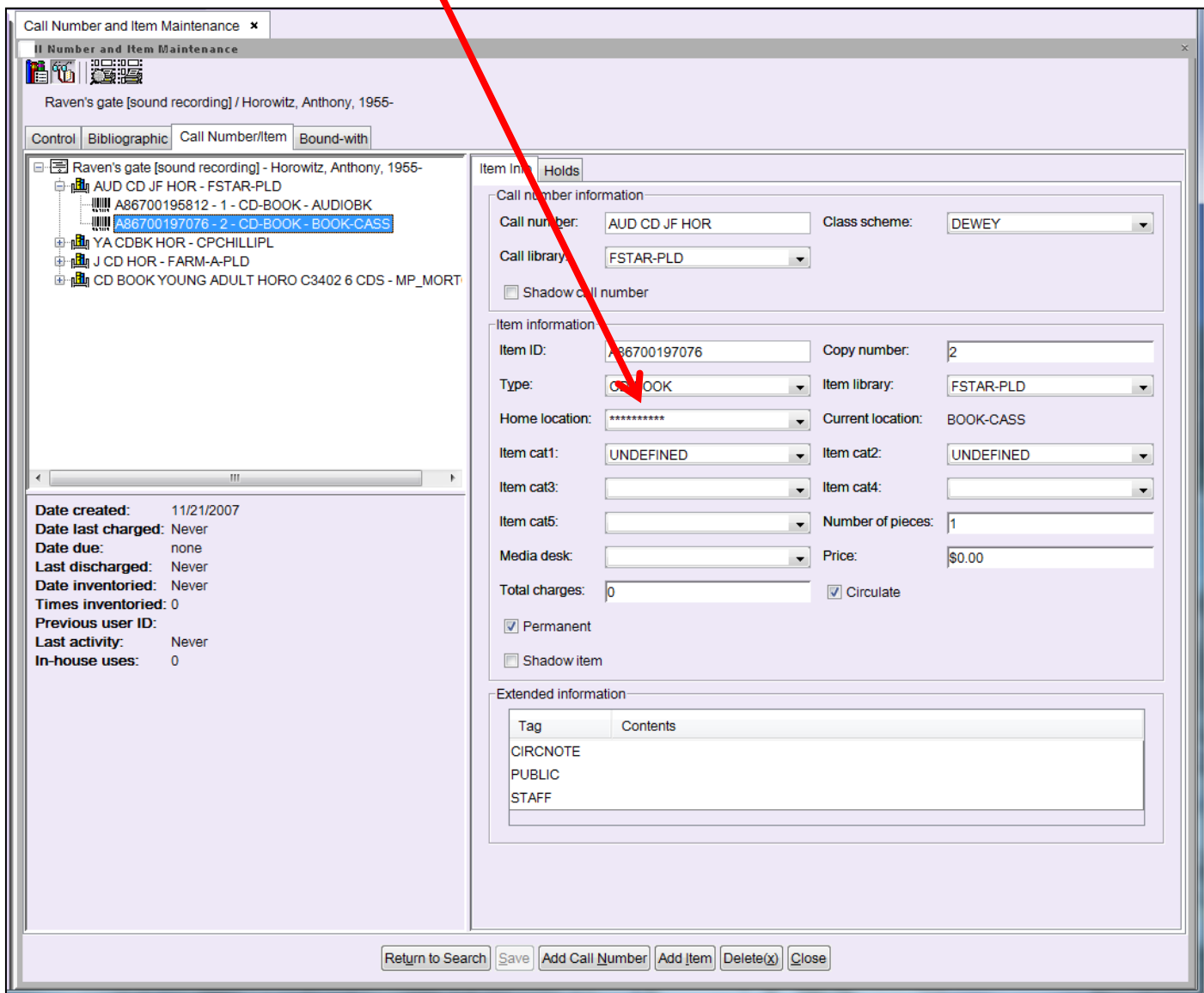
Created July 31, 2013

This cheat sheet is also online. Go to <http://alsi.sdp.sirsi.net/client/search/asset/3545>

What is an asterisked cataloging code?

If asterisks display instead of a home location, item type, or item category code when you look at the item record in WorkFlows, your drop-down menu has been customized. A code has been removed from your menu, but items in your collection are still assigned that code.

WorkFlows is unable to display the actual code, so asterisks appear instead.



Call Number and Item Maintenance *
Number and Item Maintenance

Raven's gate [sound recording] / Horowitz, Anthony, 1955-

Control Bibliographic Call Number/Item Bound-with

Raven's gate [sound recording] - Horowitz, Anthony, 1955-
 AUD CD JF HOR - FSTAR-PLD
 A86700195812 - 1 - CD-BOOK - AUDIOBK
 A86700197076 - 2 - CD-BOOK - BOOK-CASS
 YA CDBK HOR - CPCHILLIPL
 J CD HOR - FARM-A-PLD
 CD BOOK YOUNG ADULT HORO C3402 6 CDS - MP_MORT

Date created: 11/21/2007
 Date last charged: Never
 Date due: none
 Last discharged: Never
 Date inventoried: Never
 Times inventoried: 0
 Previous user ID:
 Last activity: Never
 In-house uses: 0

Item Information Holds

Call number information
 Call number: AUD CD JF HOR Class scheme: DEWEY
 Call library: FSTAR-PLD
 Shadow call number

Item information
 Item ID: A86700197076 Copy number: 2
 Type: *BOOK Item library: FSTAR-PLD
 Home location: ***** Current location: BOOK-CASS
 Item cat1: UNDEFINED Item cat2: UNDEFINED
 Item cat3: Item cat4:
 Item cat5: Number of pieces: 1
 Media desk: Price: \$0.00
 Total charges: 0 Circulate
 Permanent
 Shadow item

Extended information
 Tag Contents
 CIRCNOTE
 PUBLIC
 STAFF

Return to Search Save Add Call Number Add Item Delete(x) Close

Items assigned asterisks are problematic they do not generate accurate statistics about your collection. You cannot run reports in Web Reporter or Director's Station using asterisks as a report parameter. You cannot search by asterisked codes in the item group editor wizard.

To correct asterisked items in your collection:

- If you use the item group editor wizard:
 - Contact Amanda Gray, the RSA Projects & Implementations Coordinator, to tell you the actual value of the asterisked code and re-add it to your menu.
 - After Amanda re-adds the code to your menu, you can search by that code in the item group editor and edit the items.
 - Be sure to contact Amanda to remove the code when you are finished editing so you do not accidentally assign it when cataloging future items!
 - To contact Amanda to re-add or remove codes from your WorkFlows drop-down menus, send a message directed to Amanda at rsahelp@railslibraries.info or call 1-866-940-4083 and ask to speak to Amanda.
- If you do not use the item group editor wizard:
 - Contact Wendy, the RSA Reports Coordinator, to tell you the actual value of the asterisked code. Ask Wendy to run a report of the items assigned the asterisked code.
 - You can then use the report to find the items in WorkFlows and edit them in either Call Number and Item Maintenance or the Global Item Modification wizard.
 - For asterisked home location codes, the current location code (if it is not checked out, intransit, etc.), as well as the item line in the tree, will indicate the actual value of the asterisked code. For example:

Call Number and Item Maintenance

Raven's gate [sound recording] / Horowitz, Anthony, 1955-

Control Bibliographic Call Number/Item Bound-with

Raven's gate [sound recording] - Horowitz, Anthony, 1955-

- AUD CD JF HOR - FSTAR-PLD
 - A86700195812 - 1 - CD-BOOK - MP_MORT
 - A86700197076 - 2 - CD-BOOK - BOOK-CASS
- YA CDBK HOR - CPCHILLIPL
- J CD HOR - FARM-A-PLD
- CD BOOK YOUNG ADULT HORO C3402 6 CDS - MP_MORT

Item Info Holds

Call number information

Call number: AUD CD JF HOR Class scheme: DEWEY

Call library: FSTAR-PLD

Shadow call number

Item information

Item ID: A86700197076 Copy number: 2

Type: CD-BOOK Item library: FSTAR-PLD

Home location: ***** Current location: BOOK-CASS

Item cat1: UNDEFINED Item cat2: UNDEFINED

Item cat3: Item cat4:

Item cat5: Number of pieces: 1

Media desk: Price: \$0.00

Total charges: 0 Circulate

Permanent

Date created: 11/21/2007
Date last charged: Never
Date due: none
Last discharged: Never
Date inventoried: Never
Times inventoried: 0
Previous user ID:

- You will not be able to identify the actual value of the asterisked item type or item category code from the Item Info tab or the tree. Contact Wendy to find out the actual value of the asterisked code and run a report of the items.
- To contact Wendy to run a report of asterisked items, send a message directed to Wendy at rsahelp@railslibraries.info or call 1-866-940-4083 and ask to speak to Wendy.