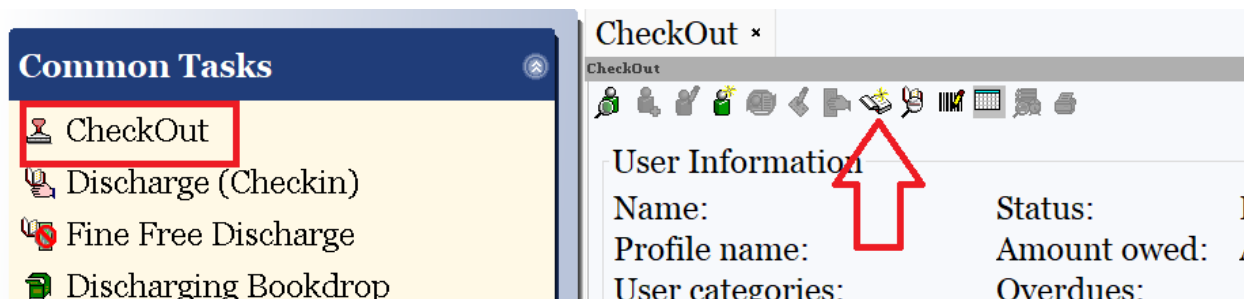


Using the Add Brief Title Helper Procedure

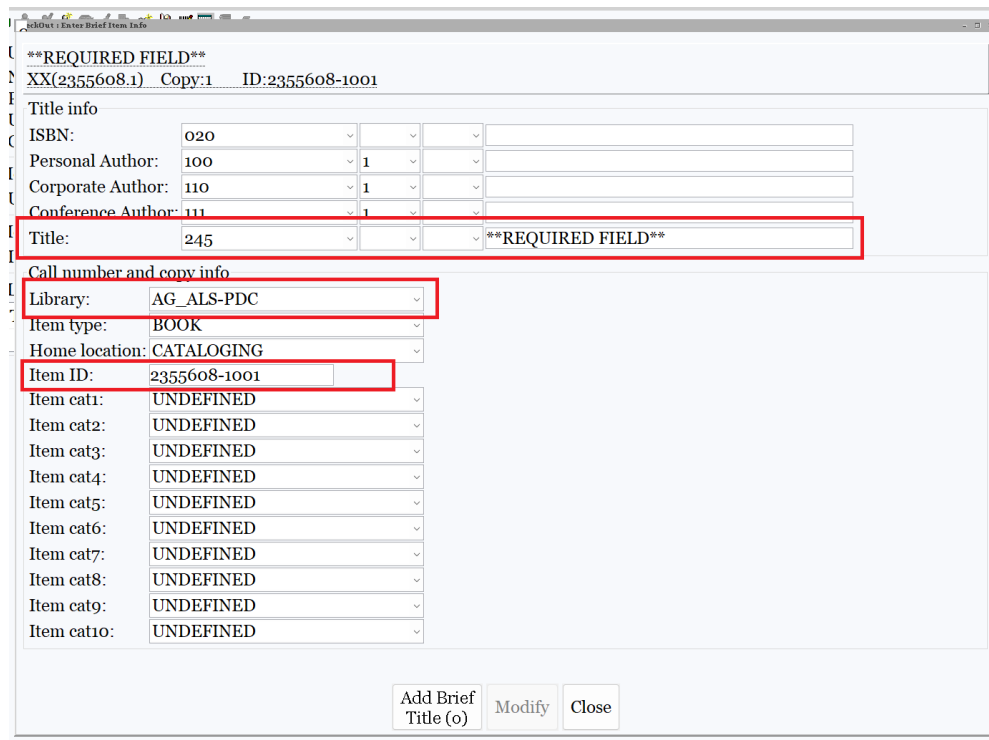
Last updated: July 29, 2024

If you have an item that comes up as “Item not found in catalog” or get an item from a patron via OCLC or an outside the system library, you can create a Brief Record from the Checkout Wizard.



There are only 3 required fields for an ILL Brief Record:

- Title (Must be entered in all upper case)
- Library (your library)
- Item ID (whatever barcode you are scanning to check item out)



The screenshot shows a form titled 'Add Brief Title' with the following fields and values:

| | |
|---------------------------|-----------------|
| **REQUIRED FIELD** | |
| XX(2355608.1) Copy:1 | ID:2355608-1001 |
| Title info | |
| ISBN: | 020 |
| Personal Author: | 100 |
| Corporate Author: | 110 |
| Conference Author: | 111 |
| Title: | 245 |
| Call number and copy info | |
| Library: | AG_ALS-PDC |
| Item type: | BOOK |
| Home location: | CATALOGING |
| Item ID: | 2355608-1001 |
| Item cat1: | UNDEFINED |
| Item cat2: | UNDEFINED |
| Item cat3: | UNDEFINED |
| Item cat4: | UNDEFINED |
| Item cat5: | UNDEFINED |
| Item cat6: | UNDEFINED |
| Item cat7: | UNDEFINED |
| Item cat8: | UNDEFINED |
| Item cat9: | UNDEFINED |
| Item cat10: | UNDEFINED |

Buttons at the bottom: Add Brief Title (o), Modify, Close

Under the SUPER User, you can set up your most likely to be used item type, your library and the home location you would like to use.

See the [Setting Up the Add Brief Title Helper Procedure](#) for step-by-step instructions.

Click the Add Brief Title button on the bottom of the box.

The item will **immediately** check out to the patron and appear in the List of checkouts display on the Checkout screen.

When the item is returned and discharged, “Route/Transit to” on the discharge screen will display ILL.

If this is a brief record of an item the library intends to keep, the brief record should be reported to the RSA Cataloging department.

If this is a brief record for an ILL item, it should not be kept in the database, but checked out to your library’s Discard User for deletion upon its return.