

Copy Templates for Centralized Cataloging for Main and Branch Libraries

Copy templates and branch shelving locations: Add or edit items

On the edit tab of the volume/copy editor screen the shelving locations for both main library and the branch selected in holdings view display in the drop-down menu. The main library can catalog items and edit items belonging to that branch.

The screenshot shows a form with several sections:

- Circulate?** Radio buttons for Yes (selected) and No.
- Status** Text field containing "In process".
- Circulation Library** Text field containing "AMH-MUNSON".
- Reference?** Radio buttons for Yes and No (selected).
- Shelving Location** A large dropdown menu with a scrollable list of options including "DO NOT USE (CWMARS)", "Adult (AMH-JONES)", "Amherst South (AMH-MUNSON)", "Audiovisual (AMH-JONES)", "CD (AMH-MUNSON)", "Children's (AMH-JONES)", "Children's 2nd Floor (AMH-JONES)", "Children's Main (AMH-JONES)", "DO NOT USE (CWMARS)", "Drama (AMH-MUNSON)", "EQ (AMH-MUNSON)", "ESL Lower Level (AMH-JONES)", "Fiction (AMH-MUNSON)", "Grade 3-5 (AMH-MUNSON)", "Grade 5+ (AMH-MUNSON)", "Juv (AMH-JONES)", "Juvenile (AMH-MUNSON)", "Juvenile (AMH-JONES)", "Juvenile Bag (AMH-MUNSON)", "Juvenile Biog (AMH-MUNSON)", and "Juvenile Board (AMH-MUNSON)".
- OPAC Visible?** Radio buttons for Yes (selected) and No.
- Price** Text field containing "0".
- Acquisition Cost** Text field.
- Deposit?** Radio buttons for Yes and No (selected).
- Deposit Amount** Text field containing "0".
- Age-based Hold Protection** Dropdown menu with "<NONE>" selected.
- Quality** Radio buttons for Good (selected) and Damage.
- Fine Level** Text field.

Copy templates and branch shelving locations: Create new templates

On the copy templates tab of the volume/copy editor screen the only shelving locations that display are those for the workstation. If logged in as the main library you cannot create a template for a branch. This is true even if selecting a branch library in holdings view and then going to the copy template tab.

The screenshot shows a form with the following sections:

- Shelving Location** A dropdown menu with a scrollable list of options including "Adult (AMH-JONES)", "Audiovisual (AMH-JONES)", "Children's (AMH-JONES)", "Children's 2nd Floor (AMH-JONES)", "Children's Main (AMH-JONES)", "DO NOT USE (CWMARS)", "ESL Lower Level (AMH-JONES)", "Juv (AMH-JONES)", "Juvenile (AMH-JONES)", "Lower Level (AMH-JONES)", "Main Floor (AMH-JONES)", "Special Collections (AMH-JONES)", and "Storage (AMH-JONES)".
- OPA** Radio buttons for Yes and No (selected).
- Price** Text field.
- Acq** Text field.
- Depi** Radio buttons for Yes and No (selected).
- Holdable?** Text field.
- Depi** Text field.