ALMA PHYSICAL ITEM RECORDS (Non-subscription)

Following are the item fields that need to be filled in as appropriate when an item is created.

GENERAL INFORMATION Tab

1. **Barcode (required)**
2. Copy ID: Do not use. For rare materials, record a copy number in the holdings 852 $m.
3. **Material type (required):** The item’s physical form, such as a book or CD-ROM. Select from the predefined drop-down list.
4. **Item policy (required):** Select from the drop-down list, such as book/serial, microform, video, non-circ, special, etc. The default for most items is “book/serial.”
5. Provenance: Do not use.
6. Is magnetic: Do not use.
7. PO Line (only for titles with POL attached): Click the magnifying glass to open a list of PO lines for the item. Select on and click “Select.”
8. Issue date: This field is generated from a prediction pattern. Do not update/change.
9. Receiving date (only for titles with POL attached): Titles that were received in the Receive menu already have the receiving date entered when received. If there is no date already entered, use the date you processed.
10. Expected receiving date (only for titles with POL attached): Do not update/change.
11. Enumeration A/B, Chronology I/J: Do not use. Use the Description field for multivolume sets.
12. Description: Enter enumeration (v.1:no.1, t.1, Bd.1 ...)
13. Pages: Do not use.
14. Pieces: Record the item’s number of pieces for multi-part items.
15. Process type/At: Select the work order type/managing department if needed. See the instructions for Work Order Types [forthcoming].
16. Inventory Number: This field is reserved for the LIBRA tray barcode. Do not use for cataloging.
17. Permanent library/location: Pulled from the holdings records

NOTES Tab

1. Public Note: Note content displayed in public.
2. Fulfillment Note: Note content displayed as a pop up message during the circ process. Add a pipe (|) as a separator with a space on either side when adding multiple notes. This field is used for the Cat Review note in these examples: “Cat Review-send to [department] for [state issue] (name)”
   - Cat Review-send to Cataloging for call number correction (Jane Doe)
   - Cat Review-send to Metadata Services (John Smith)
   - Item consists of 2 pieces. | Cat Review-send to Metadata Services (Mary Brown)
3. Internal Note 1 (if applicable): Record source information (approval code, gift note, cl.sep., anal., etc.). Use a pipe as a separator when adding multiple notes with a space on either side.