

Creating a single copy

This function is designed for adding single copies to a record.

When you have selected Single Copy from the selection form, the copy edit screen will load:

At the top of the screen is shown the CID and Title of the record that you are creating a copy for. The location is by default set to the default library for the office you are in.

Enter the information as follows:

Item Information

Office:	The default is the Office associated with the person logged in - this can be changed	Offices are defined in Infrastructure Maintenance (Offices)
Location:	The default is the Location (Library) associated with the person logged in - this can be changed. If you change the location, the default loan period for that location will be displayed	Libraries are defined in Infrastructure Maintenance (Libraries)
Sub Location:	Enter a Sub Location from the drop-down list	Sub Locations are defined in Infrastructure Maintenance (Libraries)
Barcode:	If you want to barcode the item now, type or scan the barcode into the barcode field, or click on Generate barcode in the Actions menu to assign the next number. <div style="border: 1px solid #ffc107; padding: 5px; margin-top: 10px;"> Note that copies cannot be loaned unless they have a barcode assigned.</div>	Barcode sequences are defined in System Management > Barcode Templates
Item Details:	Enter any additional information about this copy (this appears on the locations screen for all users)	
Copy Notes:	Enter any notes about this copy - these are only seen by library staff	
Local Shelf Ref:	This is greyed out to start with as it may be automatically be copied from the Shelf Reference field in the catalogue record. It can be edited after the record has been created. <div style="border: 1px solid #ffc107; padding: 5px; margin-top: 10px;"> Note that the number of characters is restricted to 50 because this field is used on all the spine labels and you cannot fit any more than 50 characters onto the label. So it is there to prevent users from putting too much information and then causing problems with the labels.</div>	The behaviour of the Shelf Reference field is determined in Library settings
Is Reference:	Tick if the copy is to be a reference copy. You will still be able to lend the copy, but there will be an alert message. Reference copies are not included in the list of copies that are available for request/reservation.	Alternative text can be defined for the Copy Status of Reference copies, instead of "In", eg "Reference" - this is defined per Library

Loan Information

Copy Status:	This defaults to "In"
Loan Period:	This defaults to the loan period for the Library selected. It is greyed out but editable after the copy has been created. The amended value overrides the location default.

Payment Information

This section shows ordering information for this copy.



Note that this information is not editable, as it is automatically assigned by the system

- Supplier Name
- Item Cost
- Date Ordered
- Date Received
- Order Number
- Ordering Office

Record Admin

This section displays system information about the copy record.



Note that this information is not editable, as it is automatically assigned by the system

Office:	The office the item is in
Created By:	The name of the person creating the item
Date Created:	The date the copy was created
Edited By:	The name of the person that last edited the record
Date Last Edited:	The date the record was last changed
CopyID:	The system ID for the copy

Finishing the process

When you have finished entering all the data:

1. Click **Save & Close**.
2. You have the opportunity to add the copy to the print label queue:

3. Select **Yes** or **No** as appropriate.

4. Whichever option you choose, the [Locations table](#) is then displayed, showing the new copy record, with the number in the print queue augmented if you chose to add the new copy record to it:

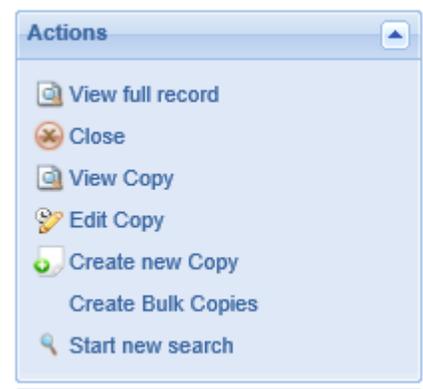
5. You can [lend the item](#) immediately from this screen, if applicable.

Creating Additional Copies

To create an additional copy, click **Create new Copy** in the Actions menu or use the [Duplicate](#) option.

Actions menu

The following actions are available:

 A screenshot of a software interface's 'Actions' menu. The menu is titled 'Actions' and contains several options, each with a small icon to its left: 'View full record' (document icon), 'Close' (red X icon), 'View Copy' (document icon), 'Edit Copy' (pencil icon), 'Create new Copy' (document icon with a plus sign), 'Create Bulk Copies' (document icon), and 'Start new search' (magnifying glass icon).	<ul style="list-style-type: none">• View full record: view the full catalogue record• Save: save the copy record and stay on the screen• Save & Close: save the copy record and close the screen• Close: close the record without saving• Generate barcode: assign the next number• Create new Copy: create a new copy record
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Experiencing problems with cataloguing? See the [Troubleshooting Guide](#).