AspenCat – Fast Adds for ILL and Circulation

When working the circulation desk, you may be required to create a "Fast Add" record for items have come in from non-AspenCat libraries to fulfill an Interlibrary Loan (ILL) or that are not cataloged in the AspenCat database. Fast Add records allow you to save basic information about an item and circulate it through Koha. Because Fast Add records are temporary and used for immediate circulation, they will need to be deleted or updated, based on the reason they were added to the system. Follow these instructions to create Fast Add records and update or delete them, as dictated.
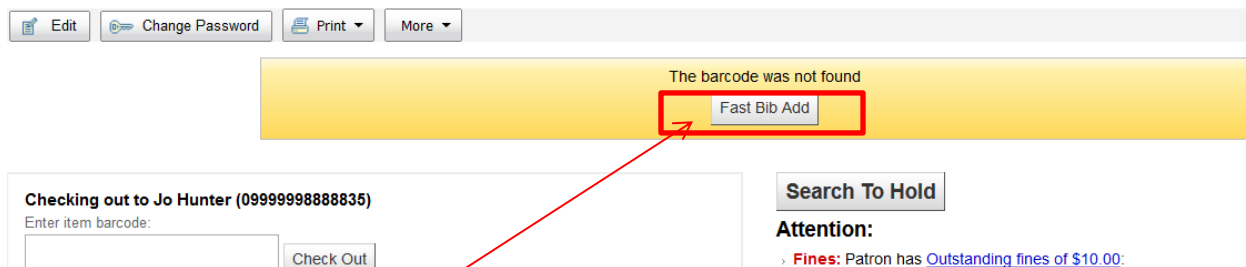
- You will need Cataloging authorization to create a new "Fast Add" record.
- You will not need to create a record for items received through Union Catalog Holds

Creating a Fast Add record at check out

If you are at the circulation desk, and someone brings you an item that either does not have a barcode, or item cannot be found when you scan the barcode, you can quickly make a Fast Add record and check out the item. If your library does not make a Fast Add record for ILL when item is received, you can make the Fast Add record when checking out the ILL to your patron. The process will be the same whether it is your own uncataloged item to be added to the AspenCat database, or an ILL item.

1. Search for the patron in the system

2. From the "Checkout" page on the patron record enter the barcode in the checkout field – The following screen will appear.

3. Click on Fast Bib Add

4. Add at least the title and item type. **Do not** add ISBN as we do not want other libraries to attach holdings to this bib record.

Add Brief Record For Barcode 3777bccheckout

Title:	Enter title of item
Author:	
Notes:	
ISBN:	
Place:	
Publisher:	
Date:	

Item Details

Barcode:	3777bccheckout
Collection Code:	
Home Location:	CLiC Library (C000)
Holding Location:	CLiC Library (C000)
Shelving Location:	
Call Number:	
Item Type:	Book

Confirm Add | Cancel

5. Click on Confirm Add

6. When you click on "Confirm Add", the item will automatically be checked out to patron.

7. When item is checked in, there will be a red alert in the notes field.

Checked-In items

Due Date	Title	Author	Barcode	Type	Patron	Note
03/08/2016	Enter title of item		3777bccheckout	BOOK	Hunter, Jo (LIBSTAFF)	**ROUTE TO CATALOGUING - FASTADD RECORD**

8. When the item is returned, you will need to either update or delete the Fast Add record associated with the item. Follow the instructions titled "When a Fast Add Item is Returned" at the end of this guide.

Creating a Fast Add record in the Cataloging module

Some libraries will create a fast add record through the cataloging module. They might want to do this for an on-order record (which does not yet have a complete bib record available) so patrons will have the ability to place a hold. Their ILL procedure for their library creates a bib and item record when the library receives the item.

1. There are several ways you can start the process of adding a new Fast Add record. If you are searching the catalog, use the "New → New Record" option at the top of each full bibliographic record.
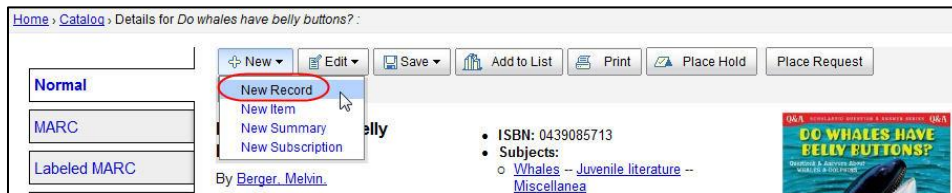
2. You can also start a new record by clicking on the "Add MARC Record" link under Cataloging on the main Staff menu.
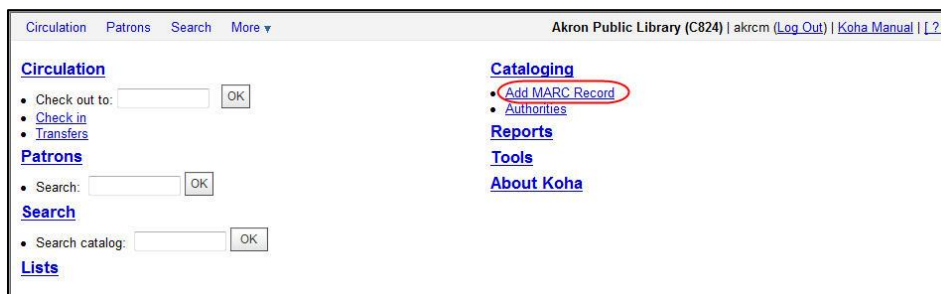
3. When the "Add MARC Record" page is displayed, select "Fast Add for ILL and Circulation" from the "Change framework" drop-down list.
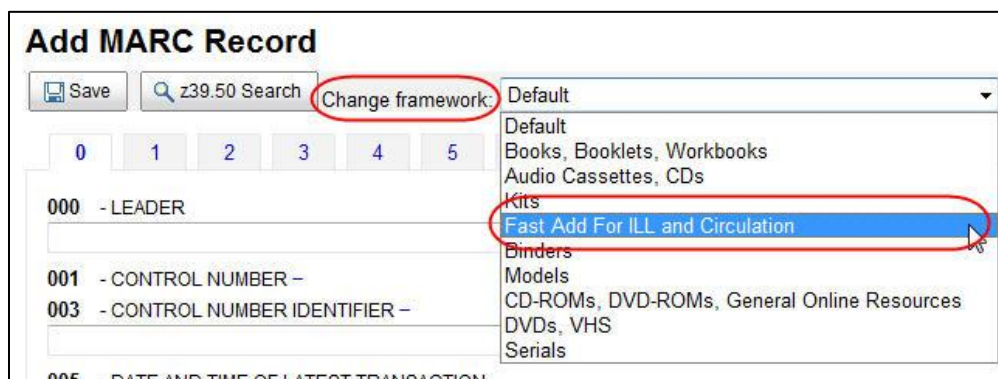
4. The number of fields available when using the Fast Add framework is limited. The 000 (Leader), 008 (Fixed Field), and the 245 (Title Statement) are the only required fields.

5. To fill in the 000 and 008 information, click in the box for each of the fields and they will be automatically completed for you.

6. For other fields, you will need to click on the name of the field which will display a box for you to type in the appropriate information.

7. Once you have completed all of the fields you wish, click on the "Save button at the top of the record.

8. As soon as you save the record, the Add Item screen will be displayed.
   - For an ILL item: a library will typically add their own barcode to the item in the "barcode" field in the item record. Enter some text in the non-public note field that will alert circulation staff that the record should be deleted by cataloging staff when the item is returned. An item type of ILL should be selected and a replacement price of some sort should be entered.
   - For an uncataloged item owned by the library: Add a barcode to the item and enter that number in the "barcode" field in the item record. Enter some text in the public note field that alerts circulation staff that the item should be returned to cataloging staff so that the record will be updated when the item is returned. The item should be given its corresponding item type and a replacement price should be entered.

Add Item

p - Piece designation (barcode)	3999000123457
0 - Withdrawn status	
1 - Lost status	
2 - Source of classification or shelving scheme	Dewey Decimal Classification
3 - Materials specified (bound volume or other part)	
4 - Damaged status	
5 - Use restrictions	
7 - Not for loan	
8 - Koha collection	
K - Cataloging Status	
a - Location (home branch)	CLiC Library (C000)
b - Sublocation or collection (holding branch)	CLiC Library (C000)
c - Shelving location	
d - Date acquired	
e - Source of acquisition	
f - Coded location qualifier	
g - Cost, normal purchase price	
h - Serial Enumeration / chronology	
i - Supressed	
j - Shelving control number	
k - Other item status	
l - Koha issues (times borrowed)	
m - Koha renewals	
n - Koha reserves (requests)	
o - Koha full call number	
q - Koha out on loan	
r - Koha date last seen	
s - Koha date last borrowed	
t - Copy number	
u - Uniform Resource Identifier	
v - **Cost, replacement price** *	25.00
w - Price effective from	
x - Nonpublic note (lost item payment)	
y - **Koha item type** *	Interlibrary Loan
z - Public note	Send to cataloging to delete when item is returned

[Add Item] [Add & Duplicate] [Add Multiple Copies]

9. Once you have completed all of the fields you wish, click the "Add Item" button at the bottom of the page.
10. The item is now ready to circulate.

When a Fast Add item is returned.

1. If the item was an interlibrary loan:
   a. Delete the item. Instructions for Deleting an Item.
   b. Delete the bibliographic record. Instructions for Deleting a Bibliographic Record.
2. If the Fast Add record was created to circulate an uncataloged item:
   a. Check AspenCat to see if a full bibliographic record already exists.
      i. If found, merge the Fast Add record into the full record. Instructions for Merge Bibliographic Records.
      ii. If not found, with the Fast Add record displayed, overlay the record using the Z39.50 search. Instructions for Overlaying a bibliographic record using Z39.50

b. If a record cannot be found already in AspenCat or through Z39.50; you can create an original record.