

## **Editing Koha item records**

### Item record fields needed to add an item

2. (DDC)

8. Collection code

- a. Home library (permanent location)
- b. Current library (current location)
- c. Shelving location
- d. Date acquired
- f. CBA (Jamestown & Olean only)
- g. Normal purchase price
- o. Full call number
- p. Barcode
- v. Cost, replacement price (needed to bill for damage or loss)
- y. Koha item type

Click Save changes to add the item!

### Edit single item records

1. Click Circulation at the upper left of the screen.
2. Click the Search the catalog link (under the search box)
3. Change the search field to Barcode.
4. Scan or type the barcode for the item you want to edit.
5. Click Submit.
6. From the list that returns, match your barcode to the matching entry.
7. Choose Edit items in the matching entry box.
8. Make the needed changes.
9. Click Save.

10/20/2023

<b>0 - Withdrawn status</b>	<input type="text"/>
<b>2 - Source of classification or shelving scheme</b>	<input type="text" value="Dewey Decimal Classification"/>
<b>3 - Materials specified (bound volume or other part)</b>	<input type="text"/>
<b>4 - Damaged status</b>	<input type="text"/>
<b>5 - Use restrictions</b>	<input type="text"/>
<b>7 - Not for loan</b>	<input type="text"/>
<b>8 - Collection code</b>	<input type="text" value="Fiction"/>
<b>a - Home library</b>	<input type="text" value="Asheville Free Library"/>
<b>b - Current library</b>	<input type="text" value="Asheville Free Library"/>
<b>c - Shelving location</b>	<input type="text" value="New Books"/>
<b>d - Date acquired</b>	<input type="text" value="10/20/2023"/>
<b>e - Source of acquisition</b>	<input type="text"/>
<b>f - CBA</b>	<input type="text"/>
<b>g - Cost, normal purchase price</b>	<input type="text" value="30.00"/>
<b>h - Serial Enumeration / chronology</b>	<input type="text"/>
<b>i - Inventory number</b>	<input type="text"/>
<b>j - Shelving control number</b>	<input type="text"/>
<b>o - Full call number</b>	<input type="text" value="FICTION Baldacci, David"/>
<b>p - Barcode</b>	<input type="text" value="11912XXXXXXXX"/>
<b>t - Copy number</b>	<input type="text"/>
<b>u - Uniform Resource Identifier</b>	<input type="text"/>
<b>v - Cost, replacement price</b>	<input type="text" value="30.00"/>
<b>w - Price effective from</b>	<input type="text"/>