Item Records in FOLIO

=Required

=Required when applicable

Item record

Collapse all

∧ Administrative data

⌄ Record last updated: 5/4/2021 2:33 PM

☐ **Suppress from discovery**

Item HRID

Barcode

Accession number

Item identifier

(**Add former identifier**)

(**Add statistical code**)

∧ Item data

Material type *

Select material type ▾

Copy number

Call number type

Select type ▾

Call number prefix

Call number

Call number suffix

Number of pieces

Description of pieces

⌃ Enumeration data

Enumeration

Chronology

Volume

Add year, caption

We may occasionally add item notes; every note must have a note type

⌃ Item notes

Note type

Note

Staff only

Select type

Select type
Action note
ArchivesSpace Top Container
Binding
Bound with
Copy note
Electronic bookplate
Note
Provenance
Reproduction
Restrictions
Vault location

∧ Loan and availability

Permanent loan type *

Circulating ▼

Temporary loan type

Select loan type ▼

Status

Available

Note type	Note	Staff only
Select type ▼		☐ 🗑
Select type		
Check in note		
Check out note		

We might occasionally need to add a check in note

We will not usually assign location at the item level. We will not add URLs to items.

∧ Location

Permanent

Select location ▼

Location look-up

Temporary

Select location ▼

Location look-up

∧ Electronic access

Electronic access

Add electronic access