

Creating and Editing Item Records (Voyager)

Scope: This procedure covers aspects of item record management in Voyager, including retrieving, editing and deleting existing item records as well as creating new ones.

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Retrieving an Item Record

1. By **item record ID number**: Choose menu options **Record>Retrieve by record ID>Item**
2. By **barcode number**: Choose menu options **Record>Retrieve by barcode**. A **Retrieve an item record** dialog box displays.
3. **From a BIB or MFHD record**:
 - Choose menu options **Record>Retrieve Items**, or
 - Click on the **Get Items** icon, or
 - Choose menu options **Record>Show Associated Records**, then click on the tiny "+" symbol under **MFHD ID** to view the item records connected to a specific holdings record.

Creating an Item Record

From the MFHD record (once it has been saved to the database):

1. Click on the **New Items** icon. A **New Item Record** will display. Note that the call number, location, permanent location and item type default are filled in. Ensure that they are the correct values, paying particular attention to the Perm Loc and Item type.
2. Key or wand in the barcode number in the **Barcode** area. If after saving the item record to Voyager, you discover that you have entered the barcode incorrectly or have entered the wrong barcode, see the instructions for [deleting barcodes](#) below.
3. Put in an enumeration, if necessary, in the **Enum** box.
4. Make sure that the copy number in the item record matches the copy number on the MFHD record.
5. If the status of the item needs to be added, click on the **Item status** button, the grid at the lower left of the item record:
 - The item status dialog box is divided into two areas: the actual applied Status box, and the Status List, which contains the possible statuses.
 - To change a status, highlight the appropriate status from the Status List and click the blue up arrow. The status displays in the Status box. To delete the status, highlight it in the Status box and click the red down arrow. When you are done, click **OK** to save the updates. This will close the Item Status dialog box.
6. **Save** the record to Voyager:
 - Click on the **Boat** icon, or press **Ctrl B**. A Voyager Cataloging dialog box displays telling you that the item has been saved.
 - Click **OK** to close this box. The item record remains on the screen.
 - Note that in the title bar, the item record now has a number of its own and the holdings record number is given.

Editing Item Records

1. **Rearranging Item Records**
 - Display the list of item records you wish to rearrange by clicking on the **Get items** icon, using the **Record** menu, or other means. The list will appear in a dialog box.
 - Highlight the item record you wish to move on the list and click on the **Move before** or **Move after** button at the right of the box. Note the message that appears in the status bar at the bottom of the box.
 - Click on the row to which you wish to move the target item.
 - The message **Move completed** will appear in the status bar at the bottom of the box.
 - Click on the **Save** button at the right of the box.
 - After saving, click on **Cancel** to close dialog box.
2. **Adding a Volume to a Multivol Record**:
 - Retrieve an item record for an earlier volume of the title in hand -- one that is attached to the same MFHD to which you are adding the volume.
 - Under the **Record** menu, click on **Make a Copy**. Voyager displays an item record with **[Copy of Item record #]** in the bar at the top.
 - Edit the **Enum** field to reflect the volume you're adding.
 - Leave **Copy** number as is.
 - Save to Voyager.
 - Click on the **Hierarchy** icon to check your work.

3. Adding Pieces to an item record:

- Call up the item record.
- Change the number in the **Pieces** box to reflect the item in hand.

4. Adding or Changing an Item Status:

- From the **Item** menu, choose **View Status**.
- From the **Status List** in the **Item Status** dialog box, choose **Withdrawn**, then click on the blue upward arrow.
- Click **Okay**.

5. Deleting barcodes entered in error:

- Call up the item record (if not already on your screen) and click the ellipsis in the barcode field. This will bring up a window with an empty box in which to type the correct barcode number.
- Type in that number and click "Save". The Barcode window will now display the active barcode on the top line, and the inactive barcode on the second line.
- Select the inactive barcode and click "Delete". A window asking, "Are you sure you want to DELETE barcode XXXXXXXXXX?" will appear.
- Click "Yes". The Questioning window will disappear and the Barcode window will now list only the active barcode.
- Click "Close" and save the updated record to Voyager.
- Note: **If the material has already circulated on the item record in question**, please check with Circulation (or consult your supervisor) before deleting a barcode. In this case, it may be more appropriate to leave the old barcode as inactive, rather than to delete it completely.

6. Deleting Item Records ([LTS Procedure #135](#))

Relinking an Item Record to a Different Holdings Record

Relinking an item record "moves" it from one holdings record to a different one, which can be attached to either the same or a different bibliographic record. To relink an item record:

1. Jot down the record ID number for the MFHD record **to which** you wish to relink the item.
2. Display the item record you wish to relink.
3. From the **Record** menu, click on **Relink to a different holding**. A **Relink the item to a holding record** box displays.
4. Key in the record ID number for the MFHD record to which you wish to relink the item. Click **OK**.
5. A box displays the message "Item successfully relinked." Click **OK**.
6. Notice that the **Location** has changed to match the one on the target MFHD record.
7. Update the **Perm. Loc.**
8. Update all affected MFHD records to reflect changes resulting from the relink.