

Historic Pittsburgh Full-Text: Assigning Temporary Location

Revision: 2.0

Using the Voyager Circulation Module

Books removed from the ULS stacks or UPARC to be scanned must be searched in Voyager.

1. Log on to Voyager Circulation Module [If you do not have a login or password, go to the Login / Password section below.]
2. Choose Hillman Lending Gr. Floor.
3. Click on Item Record Icon (stack of books) or <Ctrl><I>.
4. Input barcode number in dialog box
 - b. If the statement: "No item record for this bibliographic record is linked to ..." appears, there is no item record, go to the No Link section, below.
 - c. If there is no barcode on the item, go to the No Link section below.
5. Please be certain that you are retrieving the correct copy. If correct record is retrieved, choose edit or <Ctrl><E>.
6. Use the pull down menu for Temp Location under the Item tab or <alt><L>. Select Digital Research Lib Ref. Click "OK" or Press "Enter".
7. Close the record using the X in the upper right corner of the ITEM RECORD.
8. Start over for the next book by retrieving the item record.

NO LINK from Bibliographic Record to the Barcode

1. No Item Record: If the item record can not be found, the item must be linked
 - a. Click on Item Record Icon (stack of books) or <Ctrl><I>.
 - b. Retrieve the bibliographic record for the item by call number (easiest) or by author or title. In order to do this, click on the Magnifying Glass Icon. The pull down menu allows you to conduct a non-keyword search by "Title" "Call Number," "Personal Name," and there are several other options.
 - c. Please be certain that you are retrieving the correct copy. If correct record is retrieved, choose Add or <Ctrl><A>.
 - d. When you get the message: "Link item to existing holdings," select "YES."
 - e. Use the pull down menu for Temp Location under the Item tab or <alt><L>Select Digital Research Lib Ref. Click "OK" or Press "Enter."

2. No Barcode

- a. Retrieve Bib record by call number (easiest) or by author or title.
- b. Click on Item Record Icon (stack of books) or <Ctrl><I>.
- c. Place Barcode in upper left corner of book. If there are none, they can be obtained in the supply room in Hillman G-72 from the supply clerk (Antonio Williams).
- d. Input barcode number in dialog box.
- e. Follow steps a-e, listed in step 1 to finish linking the bibliographic records to the items.

OPAC

Once location changes are made, the OPAC should read "Copy Temporarily Shelved at Digital Research Library."

Login/Password

All personnel must have a login and password for each Voyager Module. A new password must be obtained from the automation department. The contact person is the automation secretary (Cheryl Brown. In addition, circulation supervisor (Ann McLeod) may want to restrict some privileges. The DRL should not need any privileges other than adding and updating item records. Please see http://www.library.pitt.edu:8000/network/voyager_uls.htm for more policies and procedures for obtaining logins and passwords.

Recommendations

Some of the locations may not be changeable in the Circulation Module of Voyager. If this is the case, one must change the 852 MARC field of the holdings record. A password and Login must be obtained to enter this Cataloging Module. It is recommended that any person responsible for this information receive Voyager Cataloging and Circulation module training. Training questions can be directed to public services staff.