How to enter a new item manually into your library?

Step 1: Start Handy Library Manager, open Library main table

(a) Library Administrator				- 🗆 X	
				Exit	
Main Add Items/Borrowers Edit	Main Add Items/Borrowers Edit/View Table Backup Maintenance Help Upgrade/Register				
Í → Check Out Í ⊅ Renew	All Library	Anage Loans	St Options		
Í ← Check In ÍV Reserve	K Borrowers	Manage Reservations	W Statistics		
Home Page Reports Labels Stat	tistics	$\overline{}$			
Your Library N	ame	on description	llsoful links		
Address. Address Line 1 City, State, ZIP Phone: Phone Number Hours: Mon Thu.: 10 am - 6 pm Fri Sat.: 10 am - 6 pm Sun.: Closed Librarian Librarian Name Librarian Phone Librarian Email	Enter additional info	rmation here	 Manuals, Tutorial, H to start Library Supplies 	low ≡	
		m		-	
Messages :					
Total Items :5357AutoTotal Copies :5422LastLoaned Out :0Overdue :0Total Borrowers :245	o Backup will not be done on Backup Date : 11/09/2016	Exit - see Options/Maintenan	ce.		

- Start Handy Library Manager.
- Click Library to open the main library database.

Step 2: Open the Add New form

() LIBRARY Table - Ma	in Library	- 🗆 ×
Main Add Items / Bon	rowers Edit / View Table Maintenance Backup / Restore	
Search Advanced	Search Miscellaneous	Î Cose
Field to Search: TITLE Text to Find:	a	? Web Help
· · · · · · · · · · · · · · · · · · ·	÷ ?(] Search 🛛	Clear
Report :	÷ Labels :	:
View :	÷ 🐺 Clear ⊨ + +	▶ ₩ 🔺 💽 539/6015 🛛 📬 Add 🖄 Edt 🗶 Delete
Display Each Co	ipy .	View Quick Edit Miscellaneous Quick Add
IDNO PRINT	TITLE AUTHOR T	DEFAULT
2219	One, Two, Three and Away: FLois Myers	
2221	One, Two, Three and Away: FLois Myers	idno 4282
4422	Starting "Henry V" (Starting SFE.J. Boagey	title Silver Wolf
5973	Young Learner's Dictionary (Ct Evelyn Goldsmi	author Alice Borchardt
4282	Silver Wolf Alice Borchardt	type
1383	I Want My Potty (Picture Lion: Tony Ross	coauthors SILVER
1226	Hmm (A Preston Pig Story) Colin McNaught	publisher Voyager
1372	I Love You, Blue Kangaroo Emma Chiches	published 1999-11-15
3824	Paddington at the Zoo Michael Bond	
3827	Paddington the Artist Michael Bond	Add Edit Delete Lost
1814	Mog's Bad Thing Judith Kerr	Copies(1/1) Circulation(0)
4654	The Chronicles of Namia: The C. S. Lewis	PRINT COATE ADDI BARCODE CALL VOLUME LOAI
3970	Prince Caspian (Chronicles of NC. S. Lewis	18/12/2015/007676
4628	The Butterfly Lion Michael Morpur	
2100		

• Click Add in the main Library window.

Step 3: Try web search, check search status

Ø Add Item		_ 🗆 X
Auto Catalog Maintenar	ice	Save & Close
ISBN :	Search Site :	X Close
155285079X	Library of Congress	Cove & Next #
	1 1 3	
Main Details Subjects	Notes Custom Copy Info-Main Copy Info-1 Copy Info-2	
IDNO		
TITLE		
AUTHOR		
COAUTHORS		
ТҮРЕ	÷	🕺 Select Picture
PUBLISHER		Clear Picture
PUBLISHED		Select File
PLACE		
SERIES	•	
EDITION		
CATEGORY	÷	
LEVEL 4	÷	
FORMAT	÷	
ISBN		
Item not found!		

- Enter or scan ISBN number (1) (example: 155285079X).
- Select Search Site (2).
- Click Web Search (3).
- Review search status message (4).
- You can select a new **Search Site** (2), or you can enter your record manually.

Step 4: Type in data

🙆 Add Item		_ 🗆 X
Auto Catalog Maintena	ince	✓ Save & Close
ISBN :	Search Site :	X Close
155285079X	Library of Congress 🗧 🚱 Web Search	
Main Day 1 City		Clear Form
Main Details Subjec	ts Notes Custom Copy Info-Main Copy Info-1 Copy Info-2	
IDNO		
TITLE	The Gardening Handbook	
AUTHOR	Peter McHoy	
COAUTHORS		
ТҮРЕ	Book	Select Picture
PUBLISHER	Whitecap Books	Clear Picture
PUBLISHED	1	Select File
PLACE	<u> </u>	
SERIES		
EDITION		
CATEGORY		
LEVEL		
FORMAT	Paperback	
ISBN	155285079X	
Item not found!		4

- Enter item information (1).
- Enter basic data (title, author, publisher, ISBN, type, ...), as well as detailed data (notes, price, pages, format, ...)

Step 5: Barcode number

Ø Add Item		_ 🗆 X
Auto Catalog Maintenand	ce	✓ Save & Close
ISBN :	Search Site :	X Close
155285079X	Library of Congress 🗧 💿 Web Search	Covo & Novt #3
Main Details Subjects	Notes Custom Copy Info-Main Copy Info-1 Copy Info-2	
ID	່ `⊥	
IDNO	<u> </u>	
BARCODE		
CALL	Gardening MCH	
VOLUME		
LOAN_TYPE	•	
COPY_NOTES		
LOCATION	Shelf 5 Row 1	Select Picture
	/ery Good	Clear Picture
		Select File
Item not found!		-

- Click on the Copy Info-Main (1) tab.
- If you leave the **BARCODE (2)** field empty the program will create a unique barcode value.
- If your book already has a barcode label, enter or scan it into the **BARCODE** field.

Things to know:

- **TITLE** is the only data field you have to enter to save (add) a record.
- If you don't enter **BARCODE**, the program creates this value for you.
- **BARCODE**: All our predefined barcode labels use this field.
- **CALL**: We suggest that you enter the call value into this field. You can find this field in the copy section. All our predefined spine labels include the **CALL** field.
- **TYPE:** you can use the field in the circulation rules.
- With the new item, the program creates one copy. Later you can add more copies.
- Review or change barcode settings in the Barcode window (Options / Check In-Out / Barcode).