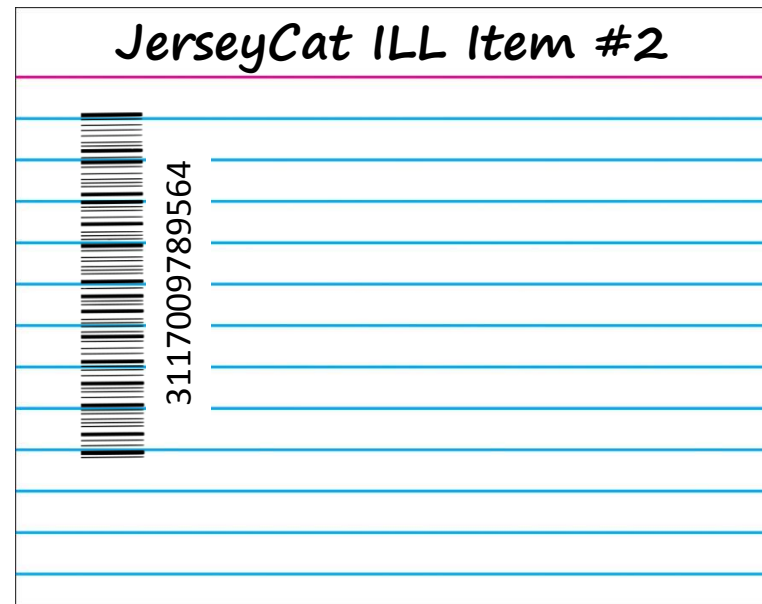
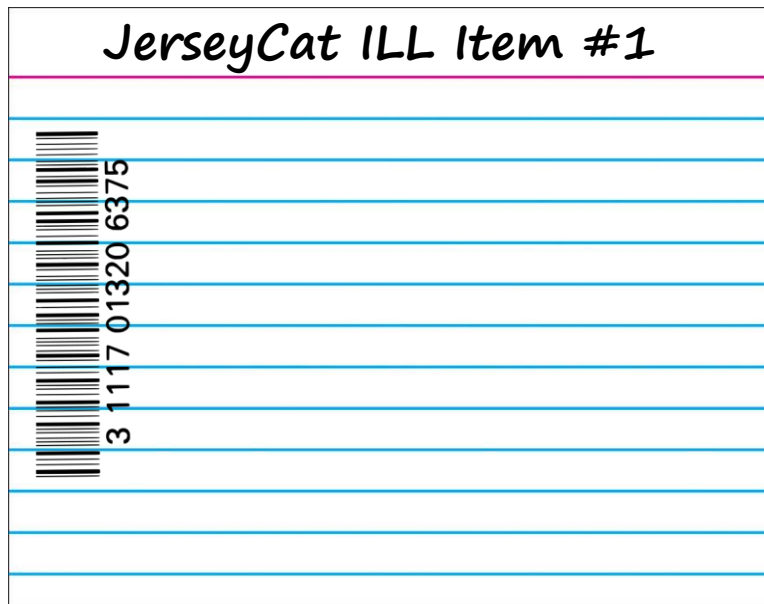


Keeping Track of JerseyCat ILL Items

Part 1: Setting up dummy book records

Step 1: Take an empty index card and affix a book barcode. Label the card. Repeat as needed.



The screenshot shows the BELS School Library Consortium website interface. At the top, the navigation menu includes 'Home', 'Dashboard', 'Catalog', 'Circulation', 'Reports', and 'Back Office'. The 'Catalog' menu item is circled in red. Below the navigation, there is a 'Library Search' section. A search bar contains the text 'JerseyCat'. Below the search bar are five buttons: 'Keyword', 'Title', 'Author', 'Subject', and 'Series'. Below these buttons is a 'Narrow your search to...' section. This section is expanded and shows a dropdown menu for 'Location' set to 'BELS Consortium'. A red arrow points to the search bar, and another red arrow points to the 'Location' dropdown menu. The footer of the page contains the text: '©2002-2016 Follett School Solutions, Inc. 14_0_0_AU2 12/28/2016 3:09 PM EST'.

Step 2: Under **Catalog search for JerseyCat (make sure your drop down menu is set to search BELS Consortium).**

BELS School Library Consortium Elmwood Park Middle/High School

Home Dashboard **Catalog** Circulation Reports Back Office

Abacon Log Out Help Community

Library Search > Search Results

Searched for (jersecat). Searched in: BELS Consortium.
[Not what you're looking for? Refine your search? Browse Subjects?]

Titles: 1 - 25 of 25 Sort By Relevance Go

Titles One Search Digital Resources
Printable
Add Page
Selected List: My Personal List

JerseyCat ILL #2 Call #. 017	Details	No local copies 1 of 1 available off-site Add to This List
JerseyCat ILL #3 Call #. 017	Details	No local copies 1 of 1 available off-site Add to This List
JerseyCat ILL #4 Call #. 017	Details	No local copies 1 of 1 available off-site Add to This List
JerseyCat ILL #5 Call #. 017	Details	No local copies 1 of 1 available off-site Add to This List
JerseyCat ILL #6 Call #. 017	Details	No local copies 1 of 1 available off-site Add to This List
JerseyCat ILL #7 Call #. 017	Details	No local copies 1 of 1 available off-site Add to This List
JerseyCat ILL #8 Call #. 017	Details	No local copies 1 of 1 available off-site Add to This List
JerseyCat ILL #9 Call #. 017	Details	No local copies 1 of 1 available off-site Add to This List

Step 3: Click item **Title** eg. JerseyCat ILL item #2.

BLS School Library Consortium Elmwood Park Middle/High School

Home Dashboard **Catalog** Circulation Reports Back Office

Log Out Help Community

Library Search > Search Results > "JerseyCat ILL #2"

Library Search

- Destiny Quest
- Destiny Discover
- Digital Resources
- Add Title
- Resource Lists
- Import Titles
- Export Titles
- Titlewave
- Update Titles
- Update Copies
- Search Setup

JerseyCat ILL #2

Call #: 017

There are no local copies of this title.
Off-site copies available: 1 of 1. [See all...](#)

Selected List: My Personal List [Add to This List](#)

Show Less ▲

Explore!

- View all similar titles in Titlewave [Find It](#)

How do I... ?

Title Details MARC View Reviews Copies

Edit Title

Duplicate It

Add Copies

Update Image

Edit Quiz Info

Top Site Subjects

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Step 4: Click **Add Copies** button.

ELLS School Library Consortium Elmwood Park Middle/High School Abacon

List All Sites Home Dashboard **Catalog** Circulation Reports Back Office

Library Search > Search Results > "JerseyCat ILL #2" > Add Copies

Library Search

- Destiny Quest
- Destiny Discover
- Digital Resources
- Add Title
- Resource Lists
- Import Titles
- Export Titles
- Titlewave
- Update Titles
- Update Copies
- Search Setup

JerseyCat ILL #2

Status: Available

Number of Copies: 1

Starting Barcode: 3117013206375

Assign next barcode: [Next: 1379679]

*Call Number: [Empty]

Purchase Price: [Empty]

Circulation Type: Regular

Date Acquired: 12/28/2016

Copy Categories: [Empty]

Notes: There are no notes for this copy

Volume, Issue, etc.	Description	Number
1	[Empty]	[Empty]
2	[Empty]	[Empty]
3	[Empty]	[Empty]

Copy Number: [Empty]

Sublocation: -- Undefined -- Other

Vendor: -- Undefined -- Other

Funding Source: -- Undefined -- Other

Buttons: Save Copies, Print labels, Cancel, Update, Add Note

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Step 5: Scan the **barcode** from your index card labeled JerseyCat ILL item #2 (in this example) and enter a **Call Number** (eg. Jerseycat #2).

Step 6: Click the **Save Copies** button.

You now have a dummy book record ready to go – repeat process a few times with other index cards.

Keeping Track of JerseyCat ILL Items

Part 2: When your item arrives

Step 1: Take out one of your available JerseyCat ILL index cards (item #2 in this example).

The screenshot displays the BELS Consortium library catalog interface for Elmwood Park Middle/High School. The navigation bar includes 'Home', 'Dashboard', 'Catalog', 'Circulation', 'Reports', and 'Back Office'. The 'Catalog' menu item is circled in red. On the left sidebar, the 'Library Search' menu item is also circled in red. The main content area shows a search result for 'jerseycat 2'. The search criteria are 'Searched for (jerseycat 2). Searched in: BELS Consortium.' The search results are sorted by 'Relevance'. A single result is shown: 'JerseyCat ILL #2' with a 'Details' button next to it, both of which are circled in red. The result also shows 'Call #: jerseycat2'. On the right side of the result, there are buttons for 'Printable' and 'Add Page', and a status indicator '1 of 1 available locally' and '1 of 1 available off-site' with an 'Add to This List' button. The footer contains copyright information: '©2002-2016 Follett School Solutions, Inc. 14_0_0_AU2 12/28/2018 3:22 PM EST'.

Step 2: Do a regular catalog search for JerseyCat 2. Open the corresponding record.

BLS School Library Consortium | Elmwood Park Middle/High School | Abacon | Log Out | Help | Community

List All Sites | Home | Dashboard | **Catalog** | Circulation | Reports | Back Office | Messages

Library Search > Search Results > "JerseyCat ILL #2"

Library Search

- Destiny Quest
- Destiny Discover
- Digital Resources
- Add Title
- Resource Lists
- Import Titles
- Export Titles
- Titlewave
- Update Titles
- Update Copies
- Search Setup

JerseyCat ILL #2

Copies at Elmwood Park Middle/High School

Call #	Barcode	Status	Description	Location
jerseycat2	T 5454545	Available		

✎ = Edit | 📄 = Duplicate | 🗑 = Delete

Off-site Copies

Copies: 1 - 1 of 1

Call #	Barcode	Status	Description	Site
017	36420100774312	Available		Northern Valley Old Tappan High School

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Step 3: Open the **Copies subtab and click the **edit** icon.**

BLS School Library Consortium Elmwood Park Middle/High School

Home Dashboard **Catalog** Circulation Reports Back Office

Library Search > Search Results > "JerseyCat ILL #2" > Edit Copy

JerseyCat ILL #2

Status: Available
*Barcode: T 5454545
*Call Number: jerseycat2
Purchase Price:
Circulation Type: Regular
Date Acquired: 12/28/2016

Copy Categories:
Notes:
There are no notes for this copy

Volume, Issue, etc.:

	Description	Number
1		
2		
3		

Copy Number:
Sublocation: -- Undefined -- Other
Vendor: -- Undefined -- Other
Funding Source: -- Undefined -- Other

Buttons: Save Copy, Print labels, Cancel, Update, Add Note

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Step 4: Click the Add Note button.

The screenshot shows the Abacon library system interface for Elmwood Park Middle/High School. The breadcrumb trail is: Library Search > Search Results > "JerseyCat ILL #2" > Edit Copy > Edit Note for Barcode T 5454545. The left sidebar lists various library management functions. The main content area displays an 'Edit Note' form with a text input field containing 'Unwind by Neil Schusterman (from Morristown PL)'. Above the input field is a checkbox labeled 'Display this note whenever the copy's information is accessed.' which is checked. To the right of the input field are 'Save Note' and 'Cancel' buttons. A red arrow points to the 'Save Note' button. Another red arrow points to the checkbox. The footer contains copyright information: ©2002-2016 Follett School Solutions, Inc. 14_0_0_AU2 12/28/2016 3:27 PM EST.

Step 5: Fill in the borrowed **book title and check off **Display this note...****

Step 6: Click **Save Note button.**

BELS School Library Consortium
List All Sites

Elmwood Park Middle/High School

Abacon Log Out Help Community

Home Dashboard **Catalog** Circulation Reports Back Office

Library Search > Search Results > "JerseyCat ILL #2" > Edit Copy

Library Search

- Destiny Quest
- Destiny Discover
- Digital Resources
- Add Title
- Resource Lists
- Import Titles
- Export Titles
- Titlewave
- Update Titles
- Update Copies
- Search Setup

JerseyCat ILL #2

Status: Available

*Barcode: T 5454545

*Call Number: jerseycat2

Purchase Price:

Circulation Type: Regular

Date Acquired: 12/28/2016

* Required Field

Copy Categories:

Notes:

Unwind by Neil Schusterman (from Morristown PL)

Volume, Issue, etc.	Description	Number
1		
2		
3		

Copy Number:

Sublocation: -- Undefined -- Other

Vendor: -- Undefined -- Other

Funding Source: -- Undefined -- Other

Save Copy

Cancel

Update

Add Note

How do I... ?

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Step 7: Click **Save Copy button.**

Step 8: Place card inside of book and **hold for patron.**

Step 9: When your patron is ready to check out, proceed as usual *but* scan the **index card barcode** instead of the library barcode.

The screenshot shows the Destiny library system interface for Elmwood Park Middle/High School. The top navigation bar includes the BELS logo, school name, and various menu items like Home, Dashboard, Catalog, Circulation, Reports, and Back Office. A red arrow points to a note box that reads: "JerseyCat ILL #2 (Barcode: T 5454545) Unwind : Neil Shusterman (from Morristown PL) Hide Note". Below the note, there are search filters and buttons for "Find Patron", "Find Copy", and "Add Title". The main content area shows the patron "Bacon, Abigail" with details like "Checked Out Library: 1", "Overdue Library: 0", and "Holds Ready 0". A "Checked Out" section lists the item "JerseyCat ILL #2 (Copy: T 5454545)" with a due date of "1/27/2017".

A **note** will pop up telling you the title of the JerseyCat book.

Congrats! You've checked out a JerseyCat item that you can manage within Destiny!

BELS School Library Consortium
Elmwood Park Middle/High School

Home Dashboard Catalog **Circulation** Reports Back Office

Abacon Log Out Help Community

Messages

Check Out > Copy Status

JerseyCat ILL #2

Author Call Number jerseycat2

Barcode T 5454545 Status Due: 1/27/2017
Purchase Price Date Acquired 12/28/2016 Circulation Type Regular
Copy Number Vendor Sublocation Description

How do I... ?

Edit Copy
Add Hold
Mark Lost
View History
Print Labels

Reset

Current Checkout (Due: 1/27/2017)
Checked Out 12/28/2016 3:32 PM
Patron Bacon, Abigail [Faculty]
Barcode P 1
Grade Level
Homeroom

Previous Checkout (Returned: 12/28/2016)
Patron Bacon, Abigail [Faculty]
Barcode P 1
Grade Level
Homeroom

Notes

Unwind : Neil Shusterman (from Morristown PL)

Circulation Statistics
Current Month 3 Current Year 3 Previous Year 0 Total 3

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You can also see a note by opening the book record. Remember to delete it or update with a new title before you use this “dummy” book record for another item.