

Assigning item barcodes and checking in items from the Acquisition module.

1 Log in to Alma

2 Search for the title of the item that was just cataloged.

3 In our example I would type "French fashion lady doll" and press enter.

4 Notice that the bibliographic record for the item cataloged is now displaying.

The screenshot displays the Alma system interface. At the top, a search bar contains the text "French fashion lady doll". Below the search bar, the results show "All Titles (1 - 1 of 1)" for "French fashion lady doll". The interface includes tabs for "Institution" and "Community". Below these, there are options to "Select All", "Sort by: Rank", and "Secondary Sort by: Rank". The results list shows one item: "1 [French fashion lady doll / attributed to Francois Gaultier]". The item details include "Book (Book - Physical) By Gaultier, Francois, ([Paris] : Jumeau, [approximately 1875-1880])", "Language: English", "Creation Date: 07/21/2023 9:28 AM PDT", and "Modification Date: 07/21/2023 9:49 AM PDT". On the right, there are statistics: "Orders: 1", "Requests: 1", and "MMS ID: 991022634487508066". Below the item details, there is a section for "Physical (1)" and "1 Holdings | 0 of 1 items are available". A table shows the holdings information:

Library	Location	Call Number	Accession Number	Item Availability
MAIN	spar	AR026	-	1 Not Availabl

5

At the very bottom of the bibliographic record's search card, click "Items".

The screenshot shows a bibliographic record search card. On the left is a sidebar with filters: Resource Type (Book - Physical (1)), Language (English (1)), and Publication Year (2022 (1)). The main content area displays the record details for "[French fashion lady doll] / attributed to Francois Gaultier". It includes fields for Language (English), Creation Date (07/21/2023 9:28 AM PDT), Modification Date (07/21/2023 9:49 AM PDT), Orders (1), Requests (1), and MMS ID (991022634487508066). Below the record details, there is a section for "Physical (1)" and "1 Holdings | 0 of 1 items are available". A table shows the holdings information:

Library	Location	Call Number	Accession Number	Item Availability	Related Record
MAIN	spar	AR026	-	1 Not Available	-

Below the table, there are tabs for "Holdings" and "Items". The "Items" tab is highlighted with an orange circle. At the bottom, there is a link for "Other details".

6

Notice that this item has not been assigned a barcode.

(It is possible to assign a barcode at the point in your workflow where the item is created, but for the purposes of this documentation, it is assumed that the item has not had a barcode assigned.)

The screenshot shows the "List of Items" page. At the top, there is a search bar with "Barcode" selected and a search icon. Below the search bar, there are filters for Status (All), Year (All), Volume (All), Description (All), and Receive Date (All). The main content area is a table with the following columns: Barcode, Library, Location, Call Number, Item Call Number, Year, Volume, Description, Temporary Location, and Status. The table contains one row of data:

Barcode	Library	Location	Call Number	Item Call Number	Year	Volume	Description	Temporary Location	Status
-	Han... Libr...	SPEC COLL-spar	AR026	-	-	-	-	No	Item placed

The "Barcode" column for the first row is highlighted with an orange circle, indicating that the item has not been assigned a barcode.

7 To assign a barcode click the ellipsis button.

The screenshot shows a library management interface. At the top, there is a 'Back' button. Below it, a navigation bar includes 'Manage Selected', '+ Add Item', '+ Add Item from Template', and icons for sharing and settings. A table displays item information with columns: Description, Temporary Location, Status, Process type, Access Number, and Receiving date. A 'More actions' button (three dots) is visible next to the 'Receiving date' column. The sidebar on the right contains a book icon, the item title '[French fashion lady doll / attributed to Francois Gaultier] Gaultier, Francois, fl. 1860-1916 Jumeau, [Paris] : [approximately 1875-1880]', the location 'Hannon Library: SPEC COLL-spar; AR026', the MMS ID '991022634487508066', and a link 'View all holdings'.

Description	Temporary Location	Status	Process type	Access Number	Receiving date
-	No	Item not in place	Transit	-	07/10/2...

8 Click "Edit"

This screenshot is similar to the previous one, but the 'More actions' dropdown menu is open, showing options: View, Edit, Request, Duplicate, Change Location, Withdraw, Work Order, and View hidden. The 'Edit' option is highlighted with an orange circle. The rest of the interface, including the table and sidebar, remains the same.

Description	Temporary Location	Status	Process type	Access Number	Receiving date
-	No	Item not in place	Transit	-	07/10/2...

9

For the purposes of easily assigning a unique identifier as the item's barcode in this example, I am going to double-click on the "Item ID".

The screenshot shows the 'Physical Item Editor' interface with the 'General' tab selected. The 'General Information' section contains various fields for item identification and tracking. The 'Item ID' field, which contains the value '23289242240008066', is highlighted with an orange circle and a double-click icon, indicating the action to be taken. Other visible fields include 'Barcode', 'Material type' (set to 'Art Original'), 'Receiving date' (07/10/2023), 'Inventory number', 'Inventory date', 'Location information', and 'Temporary Location Information'. The right sidebar displays item details, including the title '[French fashion lady doll / attributed to Francois Gaultier]', the holding location 'Hannon Library: SPEC COLL-spar; AR026', and the 'Item ID' field which is also highlighted with an orange circle and a double-click icon.

10 Click "Copy"

This screenshot shows a closer view of the 'Physical Item Editor' interface. The 'General Information' section is visible, showing fields for 'Is magnetic', 'Issue date', 'Expected receiving date', 'Enumeration B', 'Chronology J', 'Pieces', and 'Receiving operator' (960648739). The 'Inventory Information' section shows 'Inventory date' and a 'Clear Inventory Information' button. The right sidebar displays item details, including the title '[French fashion lady doll / attributed to Francois Gaultier]', the holding location 'Hannon Library: SPEC COLL-spar; AR026', the 'Holdings ID' (22289242260008066), and the 'Item ID' (23289242240008066). The 'Copy' button, located next to the 'Item ID' field, is highlighted with an orange circle, indicating the action to be taken.

11 Click the "Barcode" field.

The screenshot shows the 'Physical Item Editor' interface. At the top, there is a search bar with a magnifying glass icon and two dropdown menus labeled 'All titles' and 'Title'. Below this is a navigation bar with tabs: 'General', 'ENUM/CHRON', 'Notes', and 'History'. The 'General' tab is selected. The main content area is titled 'General Information' and contains two columns of fields. The left column includes 'Barcode' (highlighted with an orange circle), 'Material type' (set to 'Art Original'), 'Provenance', 'PO Line' (set to 'POL-8613'), 'Receiving date' (set to '07/10/2023'), 'Enumeration A', 'Chronology I', 'Description' (with a 'Generate' button), and 'Pages'. The right column includes 'Copy ID', 'Item policy', 'Is magnetic', 'Issue date', 'Expected receiving date', 'Enumeration B', 'Chronology J', and 'Pieces'. A 'Relink to another bibliogra' button is visible in the top right corner.

12 Paste the "Item ID" into the barcode field.
Press **ctrl + v**

13 Note the item barcode now matches the Item ID.

(Again, this is not necessary if you are in possession of the item's assigned barcode. However, because I am not, for the purpose of this documentation, I have chosen the Item's ID number because it is a guaranteed unique identifier that can easily stand-in for an assigned barcode.)

Physical Item Editor

General | ENUM/CHRON | Notes | History

General Information

Barcode	23289242240008066	Copy ID	
Material type	Art Original	Item policy	
Provenance		Is magnetic	
PO Line	POL-8613	Issue date	
Receiving date	07/10/2023	Expected receiving date	
Enumeration A		Enumeration B	
Chronology I		Chronology J	
Description		Pieces	
Pages			

14 Click "Save"

Physical Item Editor

Relink to another bibliographic record | Save as template | Cancel | **Save** (Alt + S)

General Information

Copy ID	
Item policy	
Is magnetic	
Issue date	
Expected receiving date	
Enumeration B	
Chronology J	
Pieces	

[French fashion lady doll / attributed to Francois Gaultier]
Gaultier, Francois, fl. 1860-1916
Jumeau, [Paris] : [approximately 1875-1880]

Holdings
Hannon Library: SPEC COLL-spar;
AR026

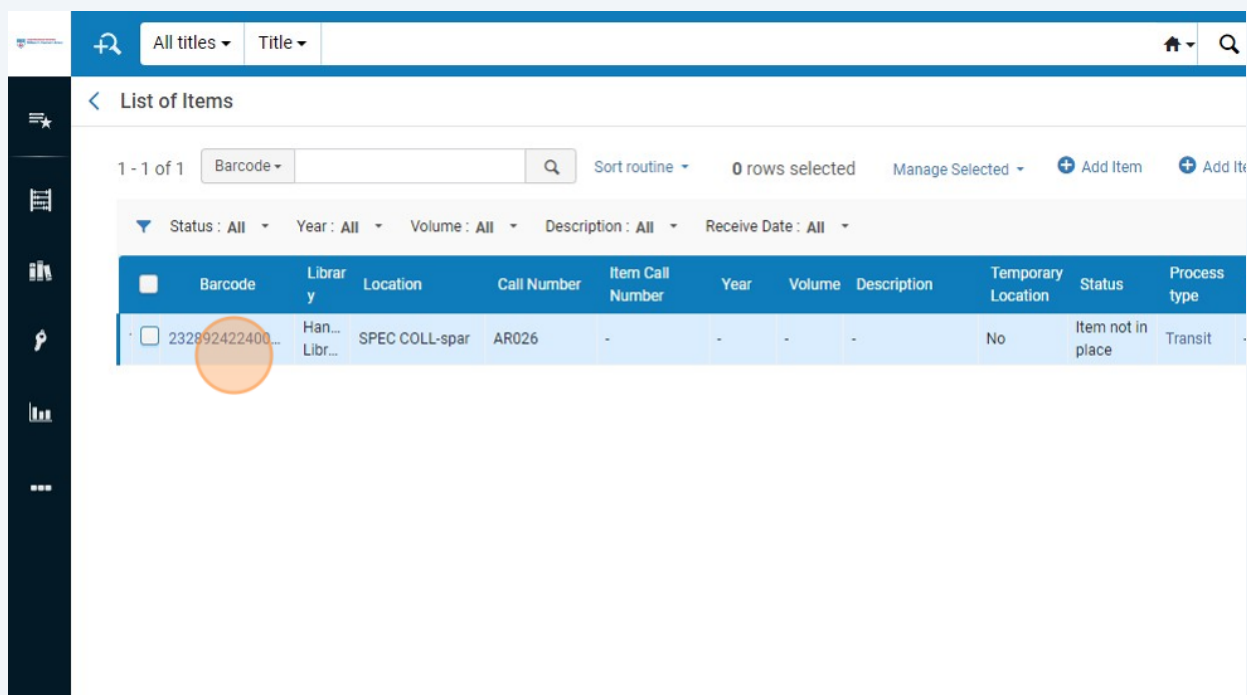
Holdings ID
22289242260008066

[View all holdings](#)

Barcode
-

15

Back on the "List of Items" screen, you can here also see that the item now has an assigned barcode.

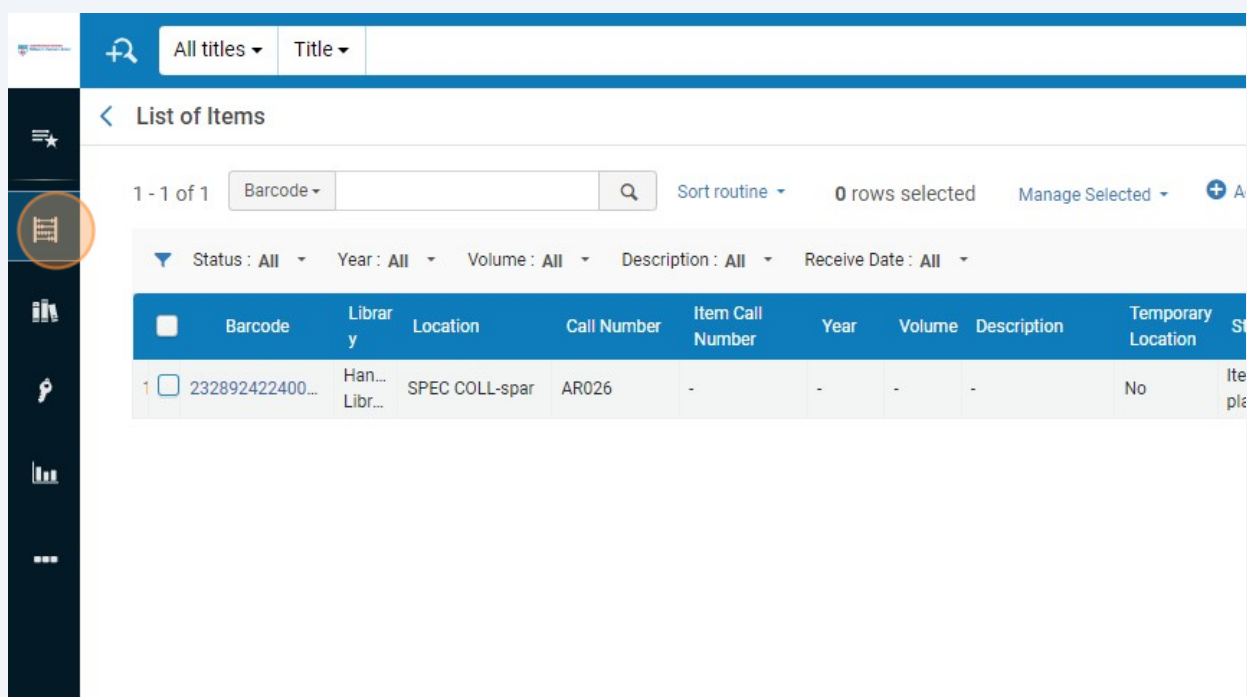


The screenshot shows the 'List of Items' interface. At the top, there's a search bar with 'All titles' and 'Title' dropdowns. Below the search bar, the title 'List of Items' is displayed. A filter bar shows '1 - 1 of 1' items, a 'Barcode' dropdown, a search icon, 'Sort routine', '0 rows selected', 'Manage Selected', and two 'Add Item' buttons. Below the filter bar, there are dropdowns for Status, Year, Volume, Description, and Receive Date, all set to 'All'. The main table has columns: Barcode, Library, Location, Call Number, Item Call Number, Year, Volume, Description, Temporary Location, Status, and Process type. The first row shows a barcode 232892422400... (highlighted with an orange circle), Library Han..., Location SPEC COLL-spar, Call Number AR026, Item Call Number -, Year -, Volume -, Description -, Temporary Location No, Status Item not in place, and Process type Transit.

Barcode	Library	Location	Call Number	Item Call Number	Year	Volume	Description	Temporary Location	Status	Process type
232892422400...	Han...	SPEC COLL-spar	AR026	-	-	-	-	No	Item not in place	Transit

16

Click to open the "Acquisitions" module.

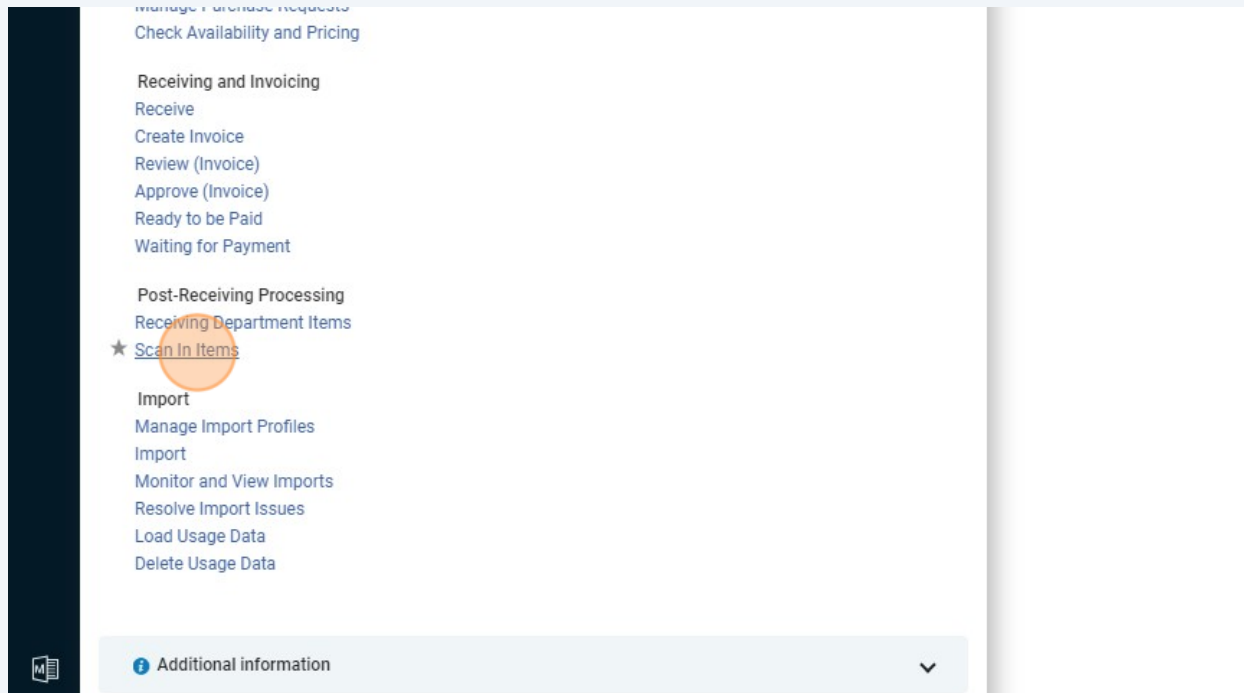


The screenshot shows the 'List of Items' interface. In the left sidebar, the 'Acquisitions' module icon (a bookshelf) is highlighted with an orange circle. The main content area is the same as in the previous screenshot, showing the 'List of Items' table with one item.

Barcode	Library	Location	Call Number	Item Call Number	Year	Volume	Description	Temporary Location	Status	Process type
232892422400...	Han...	SPEC COLL-spar	AR026	-	-	-	-	No	Item not in place	Transit

17

In the menu options that appear, under "Post-Receiving Processing"
Click "Scan In Items"



18

For the option to "Automatically print slip"
Click "No"

A screenshot of the 'Scan In Items' form in a software application. The form has a header with a search bar and filters. Below the header, there are two tabs: 'Scan in Items' and 'Change Item Information'. The 'Scan in Items' tab is active. The form contains several fields and options: 'Automatically print slip' with radio buttons for 'Yes' and 'No' (the 'No' button is selected and highlighted with an orange circle); 'Set Status To' with a dropdown menu showing 'Copy Cataloging'; 'Done' with radio buttons for 'Yes' and 'No' (the 'No' button is selected); 'Scan item barcode *' with a text input field and an 'OK' button; and 'Scan request ID' with a text input field and an 'OK' button. A 'Create Item' button is located on the right side of the form. At the bottom of the form, there is a message: 'No records were found.'

19 Click the "Set Status To" field.

The screenshot shows the 'Scan In Items' form. At the top, there is a search bar with 'All titles' and 'Title' dropdowns. Below this, the 'Scan In Items' section has two tabs: 'Scan in Items' and 'Change Item Information'. The 'Scan in Items' tab is active. It contains several fields: 'Automatically print slip' with radio buttons for 'Yes' and 'No' (selected); 'Set Status To' with a dropdown menu showing 'Copy Cataloging' (highlighted with an orange circle); 'Done' with radio buttons for 'Yes' and 'No' (selected); 'Scan item barcode *' with a text input field and an 'OK' button; and 'Scan request ID' with a text input field and an 'OK' button. A 'Create Item' button is located on the right. At the bottom, a message states 'No records were found.'

20 Assign the blank value to the "Set Status To" field.

This screenshot is a close-up of the 'Set Status To' dropdown menu. The dropdown is open, showing a search bar with the text 'look-up or select'. Below the search bar, a list of options is displayed: 'Copy Cataloging', 'Physical Processing', 'Send to Cataloging', and 'Temp Storage'. The 'Temp Storage' option is highlighted with an orange circle. The 'Create Item' button is visible on the right, and the 'No records were found.' message is at the bottom.

21 In the "Done" field choose "Yes".

The screenshot shows the 'Scan In Items' form. At the top, there is a search bar with a magnifying glass icon and a dropdown menu labeled 'All titles'. Below this is a sidebar with various icons. The main form area has two tabs: 'Scan in Items' and 'Change Item Information'. The 'Scan in Items' tab is active. It contains several fields: 'Automatically print slip' with radio buttons for 'Yes' and 'No' (where 'No' is selected); 'Set Status To' with a dropdown menu; 'Done' with radio buttons for 'Yes' and 'No' (where 'Yes' is selected and highlighted with an orange circle); 'Scan item barcode *' with a text input field, a list icon, and an 'OK' button; and 'Scan request ID' with a text input field and an 'OK' button. To the right of the 'Scan item barcode' field is a 'Create Item' button. At the bottom of the form, there is a message 'No records were found.' with a list icon.

22 Click into the "Scan item barcode" field.

The screenshot shows the 'Scan In Items' form, similar to the previous one. The 'Done' field now has 'No' selected. The 'Scan item barcode *' field is highlighted with an orange circle, and its text input contains the placeholder text 'Look-up or select'. The 'OK' button next to it is also visible. The 'Create Item' button remains on the right. The 'No records were found.' message is at the bottom.

23

Paste the item's assigned barcode.
Press **ctrl + v**

24

Note now how all of the fields in this menu are configured.

Scan In Items

Scan in Items | Change Item Information

Automatically print slip ☐ Yes ☒ No

Set Status To

Done ☒ Yes ☐ No

Scan item barcode *

Scan request ID

No records were found.

25 Once correctly configured click "OK".

Manage Item

Change Item Information

Print slip ☐ Yes ☒ No

Status To

Done ☒ Yes ☐ No

Barcode * 23289242240008066 OK

Request ID OK

Create Item

No records were found.

26 The results will appear below the form.
Note here that the "destination" is "Reshelve to Hannon Library - SPEC COLL"

Scan item barcode * OK

Scan request ID OK

Create Item

1 - 1 of 1

Title	Destination	Barcode	Request/Process Type	Requester
1 [French fashion lady doll / attributed to Francois Gaultier]	Reshelve to Hannon Library - SPEC COLL-spar	23289242240008066	-	-

27

There are several ways to check to see if the "check in" process was successful. Begin by clicking into the search bar at the top of the screen.

Search bar: All titles ▾ Title ▾

Navigation: < Scan In Items

Tabs: Scan in Items | Change Item Information

Form fields:

- Automatically print slip: ☐ Yes ☒ No
- Set Status To:
- Done: ☒ Yes ☐ No
- Scan item barcode *: [Create Item](#)
- Scan request ID:

1 - 1 of 1

Title	Destination	Barcode	Request/Process Type	Requester
French fashion lady doll	Babakus to Hennes			

28

Perform an "All Titles", "Title" search for "French fashion lady doll"
Press **enter**

29

When the title's bibliographic search card reappears, under "Item Availability" you should now see a green dot with the text "1 of 1 Available" if the check-in process was successful.

rancois,
'5-1880])
AM PDT

Language: English
Creation Date: 07/21/2023 9:28 AM
PDT

Orders: 1
MMS ID:
991022634487508066

available

Location	Call Number	Accession Number	Item Availability	Related Record
spar	AR026	-	● 1 of 1 Available	-

30

Further, it is possible to view the item as our patrons would, so as to ensure that all of the item's properties and policies are displaying correctly to the public. To view the item as a patron click the ellipsis button.

Push Selected to MDE Save and Filter Query

0 rows selected Expand: All

More actions

Edit Record Holdings

Language: English
Creation Date: 07/21/2023 9:28 AM
PDT

Orders: 1
MMS ID:
991022634487508066

Call Number	Accession Number	Item Availability	Related Record
AR026	-	● 1 of 1 Available	-

31 Click "Display in Discovery"

DT 991022634487508066

Call Number	Accession Number	Item Availability	R
AR026	-	● 1 of 1 Available	-

- Order
- Request
- Document Delivery
- Push to MDE
- Add Holdings
- Add Reminder
- Linked Data
- Display in Discovery

32 The Primo window will load directly to the item. Here we can also see that while this item is "Available" and is "in place", it is "Not loanable" to a patron.

(This item's status as "not loanable" is set by the item's policy. This is not an error with the check-in process.)

Please sign in to check if there are any request options.

[← BACK TO LOCATIONS](#)

LOCATION ITEMS

Hannon Library
Available, SPEC COLL ; AR026
(1 copy, 1 available, 0 requests)

Item in place
Not loanable

Details

Title	[French fashion lady doll
Creator	Gaultier, Francois, fl. 1860-1916 > Jumeau Company >
Publisher	Paris : Jumeau
Creation Date	approximately 1875-1880