Add Items to the Library Collection System **Head Librarian** Copy exist in library? No Receive item Yes Add new type of Type of item item exist? No Yes Join Save item's definition (title, librarby congress code, cost, etc,) Add record of item with date received and current library branch Change library location (housed)? **→** No Yes List item as unvailable Update items availability and List item as Ship item to branch assign shelf location code available librarian Join Affix label to the Generate item's item label Place item on the reshelving cart