



Traverse des Sioux Library System

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Procedures for Ephemeral Items

Ephemeral items are impermanent items that will not be entered in the system individually and will not be cataloged. Their shelf life is limited and they will be discarded when they are no longer needed. They cannot be tracked for overdue notices or billing purposes, but circulation statistics can be generated for them as a group.

Adding a brief title for the category of the Ephemeral item

Place a new barcode on a permanent card or other secure place so that it can be used whenever patrons want to check out the items in your Ephemeral collection. If you have more than one Ephemeral collection (i.e., Adult paperbacks; Juvenile paperbacks; Health pamphlets; etc.), each collection should have its own barcode number on a separate, clearly-marked card or location. This number will only be used to charge out the items. After the system charges the ephemeral items out, it immediately discharges them, so discharging them when they are returned is not necessary.

In the Circulation toolbar:

Click: Item information and maintenance icon

- Click: Add Brief Title
- In the Set Properties screen, set the following properties:
 - Format: MARC
 - Use entries: Brief
 - Shadow title: Check
 - Permanent: Uncheck
 - Circulate: Check
 - Choose: Book (or other material type from drop-down menu)
 - Choose: Your library's three digit code
 - Choose: Home location: STACKS
 - Item cat1: FICTION (or other item category; or Unknown)
 - Item cat2: Adult (or other item category; or Unknown)
- Click: OK
- In the Add Brief Title screen:
 - Click: "Required field" in the Title box to highlight it
 - Type: General title of your choice for this material (i.e., Adult paperbacks ; Romance paperbacks ; Health pamphlets, etc.) **You must enter a specific title for this collection.**
 - New call number: Enter a Call number of your choice (i.e., FICTION ; Romance FICTION ; Pamphlets)
 - Item ID: Enter the barcode number for this category of ephemeral material from the above card
 - Click: Add Brief Title button at the bottom of the screen to enter the record into the system



Charging out an ephemeral material

In the Circulation toolbar:

Click: Special circulation functions

- Click: Ephemeral
- Set properties: OK
- On the Ephemeral screen:
 - Library Card Number: Wand or enter the patron's barcode number
 - Enter item to checkout: Item ID: Use the barcode of the Ephemeral material from the card
 - Enter the number of copies being charged out
 - Press: Enter (or Check Out Item To User button)



Note: The individual items are not barcoded and do not have an Item record in the system, so statistics for a particular item will not be available. However, statistics of the numbers of items charged out are recorded, and can be gathered based on the Location: STACKS.

Note: When the items are returned, it is not necessary to discharge them. The system has automatically discharged them immediately after they were originally charged out. Patrons will not be sent overdue notices for these items and these items will not/can not be marked Overdue, Missing, or Lost if they are not returned.