

LibHas Crib Sheet – Reviewing, Editing 7/6/04

For detailed version of crib sheet see

LibHas Statements: Reviewing, Editing, Creating, and Deleting.

For guidelines and examples for correct LibHas statements see

LibHas Reference Tool.

Reviewing Existing LibHas Statements

- **Login:** to OSCAR(Felix): acqs--
- **Password:** See supervisor
- **D** (Catalog DATABASE maintenance)
- **U** (UPDATE existing records)
- **Please key your initials:** Type your personal initials; **Enter**
- **Please key your password:** Type your personal password; **Enter**
- **S** (SUMMARY of all attached records)
- Search record (via bib record number if available)
- Make your own summary of items for each loc and copy number
- Open checkin record
- **C** (checkin options) to view checkin card
 - **Card active:** LibHas stmt open.
 - **Card inactive, or no active checkin card exists:** LibHas stmt closed.
- Following guidelines in *LibHas Reference Tool*, note what LibHas stmts need to be edited, created, or deleted
- LibHas stmts correct? **Q** to quit; **Q** again to return to search prompt screen “**Record:**”

Editing LibHas Statements

- Open checkin record
- Open LibHas statement
- **Key new data, “old data=<new data”, or <return> to delete field**
- **Enter** - field is updated in record display
- Proofread for accuracy

If a LibHas statement is missing in an existing checkin record that has no card attached:

- **I** (INSERT a Field)
- Tag of new field? **H**
- Type LibHas information; **Enter**
- Proofread for accuracy

If call number field is missing or incorrect in record with no card attached, insert it (**I**, then **C**) or edit it.

When finished with updates:

- **Q** (Quit)
- **M** (MAKE changes to CHECKIN permanent)

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Creating LibHas Checkin Records

- At summary screen, **A** (attach a new record)
- Answer prompts:
 - What kind of record do you want to attach?**
 - C** (Check-in record)
 - Checkin record defaults - cosul: checkin - OSUL**
 - Copies** - (almost always 1 [default])
 - LOC** - (3-letter loc code)
 - Vendor** - (press Enter key [field is not used])
 - Copy** - (follow OSUL guidelines for copy numbers)
 - ID** - (Type **LibHas**)
 - Check Note** - (press Enter key [field is not used])
 - Vendor #** - (press Enter key [field is not used])

At this point press the **ESC** key [you do not want to create a checkin card]

- **I** (INSERT a Field):
 - Call number field** – Type **C**
 - Lib Has field** – Type **H**
- **Q** (Quit)
- **A** (Add record to system)

Deleting LibHas Checkin Records

At the summary display screen

- Type line number of checkin record that has LibHas stmt you need to delete
- **D** (delete a record)
- **D** again (delete checkin record)
- **Y** (yes) to confirm deletion
- **M** (MAKE changes to CHECKIN permanent) if you are confident that you want the record deleted
- **S** (to return to summary screen), or **Q** (quit)