

Custom Item Status

Creating a Custom Item Status

By default, Atrium automatically assigns a status to cataloged items based on circulation (in, out, lost, etc.), but you can create unique statuses to apply to items. For example, you might create a status for **At Bindery** to indicate that an item is out for repair or a status for **On Display**, if you have a seasonal or topical collection of items on display. Any time a custom status is applied to an item, that status will display in **OPAC**, unless the item is hidden or the status is hidden. This status informs patrons and workers if the item is unavailable, or is in a special area. A custom Item Status can also be removed during the check out or check in process via administrative settings.

To add a new Custom Item Status to the list

1. In the Menu, Click **Administration | Circulation | Custom Item Status**. This opens the **Default Custom Item Status** form.

***Note:** You may change the default for adding or importing items. If you need to change the default, use the drop-down at the top of the form. Because most items will use the default item status Atrium assigns (referenced above), the default is typically left at "Use Circulation Status."*

Name	Description	Exclude From OPAC	Action
At Bindery	Item is being rebound	No	Edit Delete
On Display	Item is currently part of the display	No	Edit Delete
Out For Repair	Item is being repaired	No	Edit Delete
Use Circulation Status	Status automatically specified based on circulation	No	

2. Click **Add New Custom Item Status** to open the **Add Custom Item Status** form.

Name:

Description:

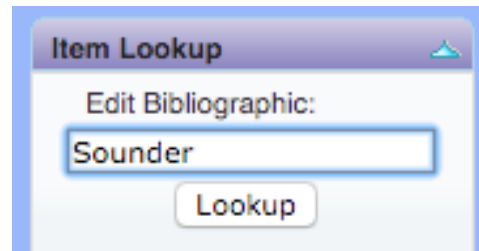
Exclude From OPAC: ☐ Yes ☒ No

3. Enter the new status in the **Name** field.
4. Enter a defining statement for the status in the **Description** field.
5. To hide an item, with a custom status from displaying in **OPAC**, click the **Yes** radio button.
6. Click **Save**. **Successes** and **Errors** display as they apply, and your new Custom Item Status displays in the **Info** form list below.
7. Click **Go Back** to return to **Default Custom Item Status** and **Add Edit Custom Item Status forms**.
8. Click **Go Back** again to return to the **Circulation Administration** submenu.

Applying a Custom Item Status to a single item

A **Custom Item Status** can be applied to any item in the catalog, and based on the option you chose for that status, it could show in the OPAC for the item. To change the status of a single item, locate the holding record of the item you want change.

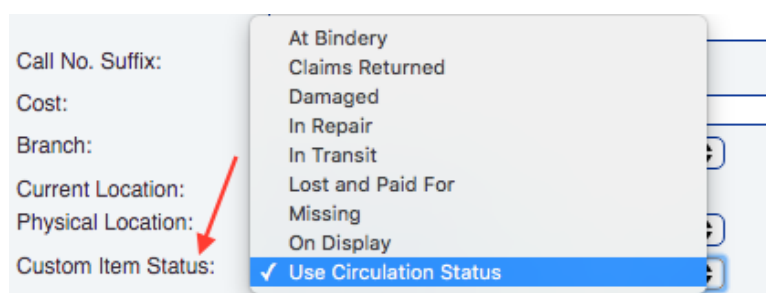
1. Use the **Edit Bibliographic** field on the left to locate the bibliographic record for the item, by entering the barcode or title of the item into the field. Click **Lookup**.



2. Under **Active Holdings**, click the **Edit** link to the right of the barcode of the item you wish to change.

Active Holdings (1)			
Barcode	Call Number	Branch	Action
30001100039199	J ARMS	Adair County Public Library	Edit

3. Locate the **Custom Item Status Field** on the **Holding Record**, and click the drop-down to find the status you want to assign.



4. Click the **Save Button** to save your change. **Successes** and **Errors** display as they apply.

***Note:** While cataloging a new item, a **Custom Item Status** can be selected on the **Holding** screen.*

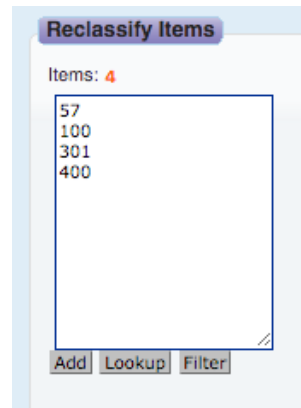
5. Click **Bibliographic Record** if you wish to return to the Bibliographic portion of the record.

6. Use these same steps to manually remove a **Custom Item Status** for an item.

Reclassify to apply a Custom Item Status to a group of items

1. In the Menu, click **Catalog | Reclassify Items**, and This opens the **Reclassify Items Form**.

2. In the large **Items** box, scan the barcodes of the items you wish to change.

A screenshot of the 'Reclassify Items' form. At the top, there's a header 'Reclassify Items' in a blue box. Below it, it says 'Items: 4' in red. A large text area contains the numbers 57, 100, 301, and 400, each on a new line. At the bottom of the form, there are three buttons: 'Add', 'Lookup', and 'Filter'.

3. Click the **Add Button** to move the items to the **Reclassify Items Queue** form. You can also, use the **Lookup** and **Filter** Buttons to locate items.

Reclassify Items Queue		
Record	Holdings Barcode	Title
1	00000057	All shook up
2	00000301	Being trustworthy : a book about trustworthiness
3	00000400	Blue Bay mystery

4. Check the box at the top of the page for **Change Custom Item Status**, and select your desired **Custom Item Status** from the drop-down.

Important! Make sure no extra check boxes are enabled, unless you wish to change additional fields on the record. This will prevent you from inadvertently making unwanted changes to your records.

5. Click **Reclassify Items. Successes** and **Errors** display as they apply.

6. Use these same steps to manually remove a **Custom Item Status** for a group of items.

Controlling a Custom Item Status

The Custom Item Status can be removed when the item is checked in or out, and either setting can reinstate the normal circulation status on the **Holding Record**.

1. Click **Administration | Circulation | Circulation Settings** to make changes to either setting.

2. The **Circulation Settings Form** opens and both settings are located at the bottom of the first section of settings.

3. **Automatically Remove Custom Items Status on Check In.** Use the “**Yes**” radio button to remove the status, or use “**No**” to leave the Custom Item Status in place.

4. **Automatically Remove Custom Items Status on Check Out.** Use the “**Yes**” radio button to remove the status, or use “**No**” to leave the Custom Item Status in place.