



FACT SHEET

Resource Boxes

August 2016

A "box" is a collection of separate items linked to a single barcode so they can all be borrowed together. The barcode itself is considered to be the "box".

Every item linked to the box barcode also has its own barcode and can be borrowed individually.

Boxes can be kits or reading boxes or boxes of equipment. They can be a set of readers or a collection of pictures. Any group of items that should be able to be borrowed by a single barcode can be put into a box.

Often it is more practical to catalogue a kit with one barcode and list its members in the Contents cataloguing field. However, if each of the contents is to be borrowed separately and/or needs to be inventoried on its own, then each can have their own barcode and a 'box' created to group them.

Example: a reading kit can be catalogued as a single entity with the title of the books within in the contents field.

Cataloguing Boxes

Each item is catalogued with its own barcode first.

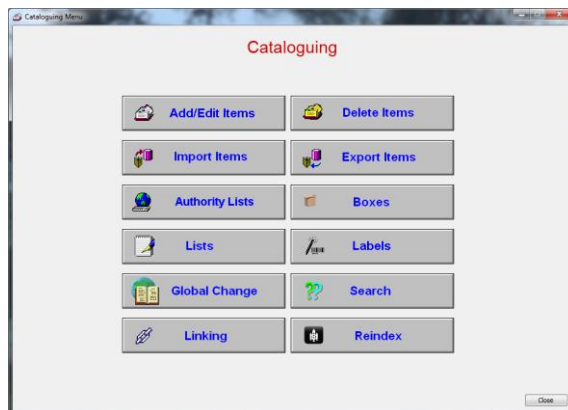
Then the box itself is also catalogued with its own barcode and item number.

Then the items are linked (or 'put') into the box.

There are two different ways to do this:

1. Catalogue the box and its members then go to the "Boxes" section in Cataloguing to assemble.
2. Create the box while cataloguing the items.

Method 1 – Catalogue first then assemble.



First, catalogue each item separately. Also catalogue the box as well. Catalogue it like any other item. Tip: have a special Item Type called Box.

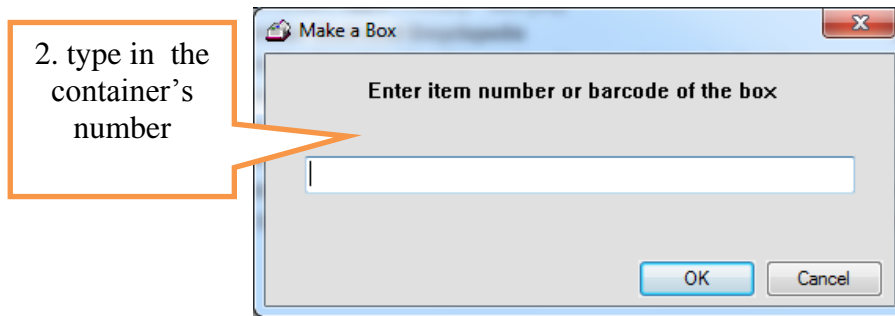
Next, from the Cataloguing Menu, click on Boxes.

Click on the **New** button.

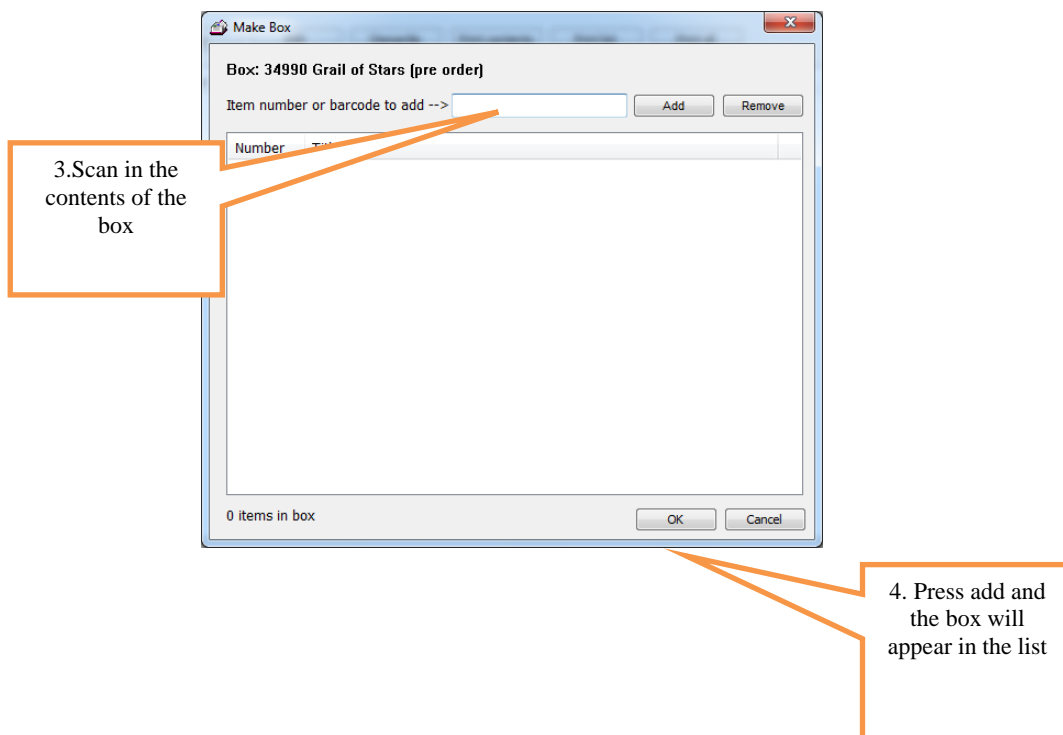
The screenshot shows a window titled 'Items Menu' with a green header 'Box Items'. It has a toolbar with buttons: 'New', 'Edit', 'Dismantle', 'View contents', 'Find box', 'Print list', and 'Print all'. Below is a table with columns 'Number', 'Title', and 'Members'. A callout box points to the 'New' button with the text 'Click new to add a box'. Another callout box points to the table with the text 'Current boxes'. At the bottom left, it says '12 boxes' and at the bottom right, there is a 'Go back' button.

Number	Title	Members
2222	CHRISTMAS COLLECTION BOX	162
3333	EASTER COLLECTION	46
4721	Australian Colonial Life - Poster Set	19
9258	MAC AUSTRALIA, Upper Primary - Box (Kit)	
9989	The Macmillan Illustrated Encyclopedia	11
11441	The Macmillan Encyclopedia of Australian Plants and Animals. Box Set	10
20355	Life Cycles - Audio CD	7
20484	Australian Topics Wall Charts Ages 10+	17
20885	Australian Colonial Life - Poster Set	19
23112	Minibeasts Wall Charts	6
31064	NOT ON SCIS - Mirror - Education Kit	8
38415	Australian Aboriginal Stories Teaching & Learning Pack	9

Enter the item number or barcode of the previously catalogued box.



Enter the item numbers or scan the barcodes of each member of the box. Click OK.



Method 2 – Make the box as you catalogue

It is also possible to create a box or add members to a box while cataloguing in Add/Edit Items.

First, catalogue the box. Before or after saving, click on the Make button on the right side. Enter the new box's number. In the next window, click on OK without entering any other numbers. (If members have already been catalogued, they could be entered here.)

After this, items can be added to this box using the **Add** button.

Borrowing a Box

In Loans, when the box's barcode is scanned, it and all the contents are automatically lent to the borrower. There can be exceptions – see below.

Loans 29/09/2014

Mitchell, Marion (36)
Type: 9 - Library Staff
Class: STAF

Loan limit: 30
On loan: 2
Due date: 29/10/2014

Scan item barcode >> []

Number	Title	Call number	Type	Due date
5678	Dangerous Work M.U.S.T.E. M.U.S.T.E.	J331.7 Noo	JNF	29/10/2014
34990	Grail of Stars (pre order)		ORDE	29/10/2014

Return Reserve History Options Finish

Says it is a box

Returning a Box

Returning a box is slightly different.

When the box barcode is scanned, a special window appears. This window is optional – it can be switched off in Controls / Circulation Controls / Return Switches.

On the return screen, the container barcode is scanned. The following message appears.

Select the appropriate function.

Box Alert

Item 4721 is a Box. Please choose action.

Return all Return all items belonging to the box to all borrowers

Return some Return items only on loan to the box's borrower

List contents List members of the Box still on loan

Return box only Return box but do not return items belonging to the box right now

Cancel Return Cancel returning the box

If only one of the contents is returned, and the box is still on loan, it will say it is part of a box.

In Stocktaking, if a box barcode is scanned, follow with the word BOX to return its contents.

Tip

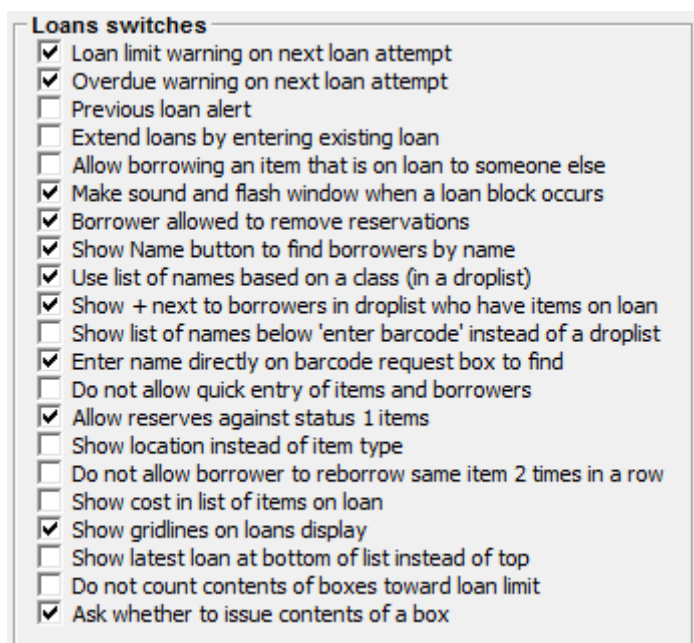
If the box has different things in it, photograph it as one photo and attach the photo to the catalogue record of the container so that when it is returned it is possible to see the contents.

Exceptions

A few special controls exist to change the behaviour of lending and returning boxes.

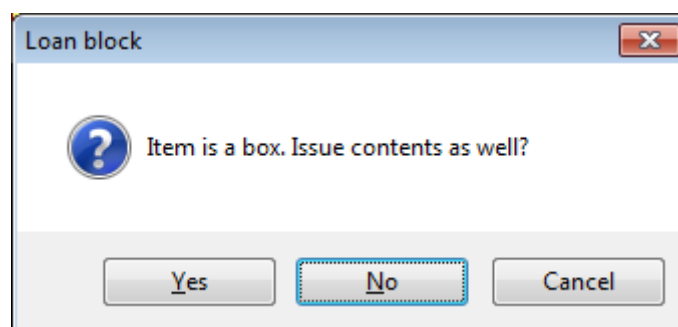
How to borrow a box only but not its contents?

Go to Controls / Circulation Controls. Look at the Loans Switches section in the middle top.



Tick the box on the very last entry "Ask whether to issue contents of a box".

If this is ticked, when any box is attempted to be borrowed, the following appears:



Click Yes or press the Y key to also issue the members of the box.

Click No, press N or the Enter key to loan out just the box and not its contents.

Click Cancel or press the Esc key to cancel the loan.

Ticking this checkbox affects all boxes.

If you only wish to have this happen to certain boxes and not all, do not tick the box.

Instead, go to Cataloguing / AddEdit Items and bring up the record of the box itself. On the *Other* line, type the phrase "loan box only" (without quotes). This can appear anywhere on the line. Save the item. It acts like a command to tell Circulation to pop up the Issue Contents? Window for this box only.

The command "loan box always" can be entered instead. This tells Circulation to always issue the contents, even if the checkbox is ticked. This overrides the tick.

The command "return box only" instructs Returns to not return the contents of that particular box. The box is returned but nothing else. To return the rest, use the BOX command in Returns.