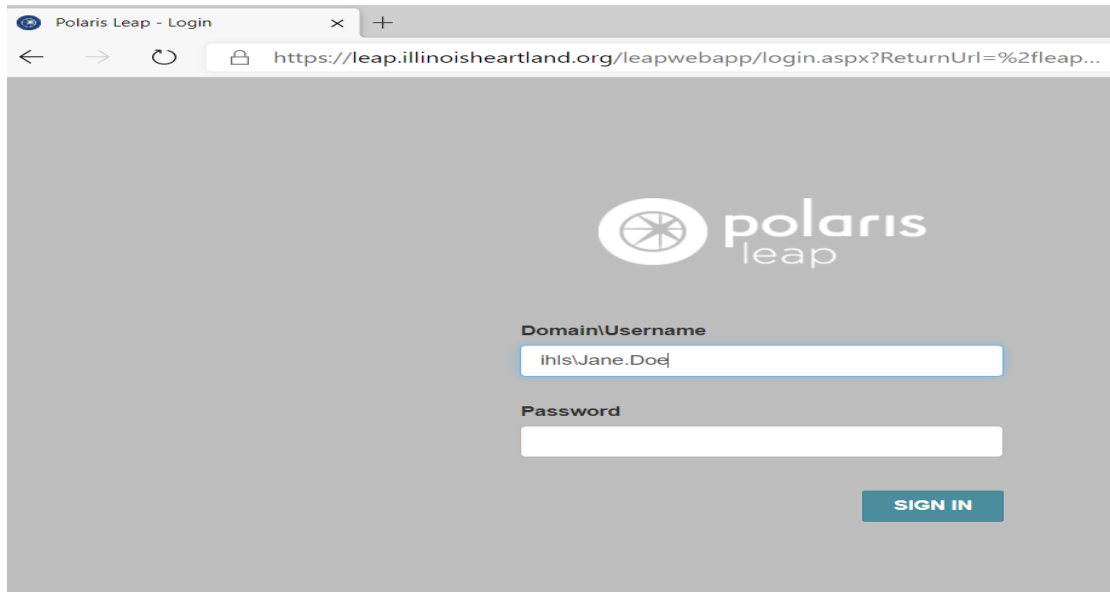



Barcoding in Leap

Leap is available at Leap.illinoisheartland.org. Type the domain name ihls back slash (\) and your username to get started, then add your Polaris password and click Sign In.



Polaris Leap - Login

https://leap.illinoisheartland.org/leapwebapp/login.aspx?ReturnUrl=%2fleap...

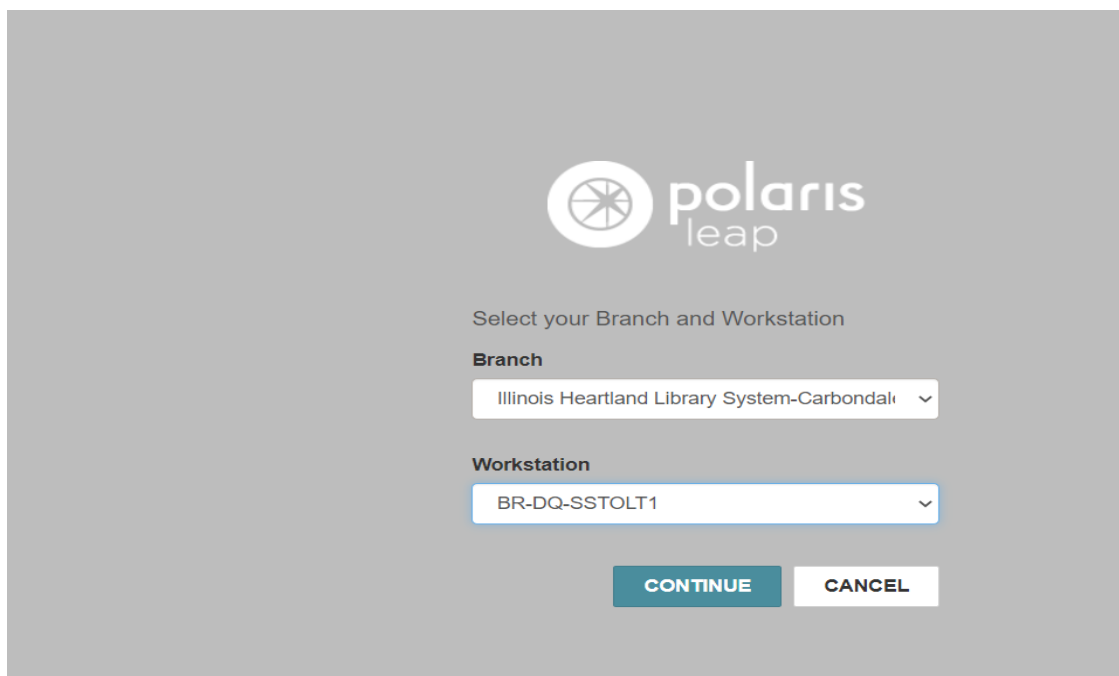
 polaris leap


Domain\Username

Password

SIGN IN

Next select your branch, if applicable and your workstation. Click Continue.



 polaris leap

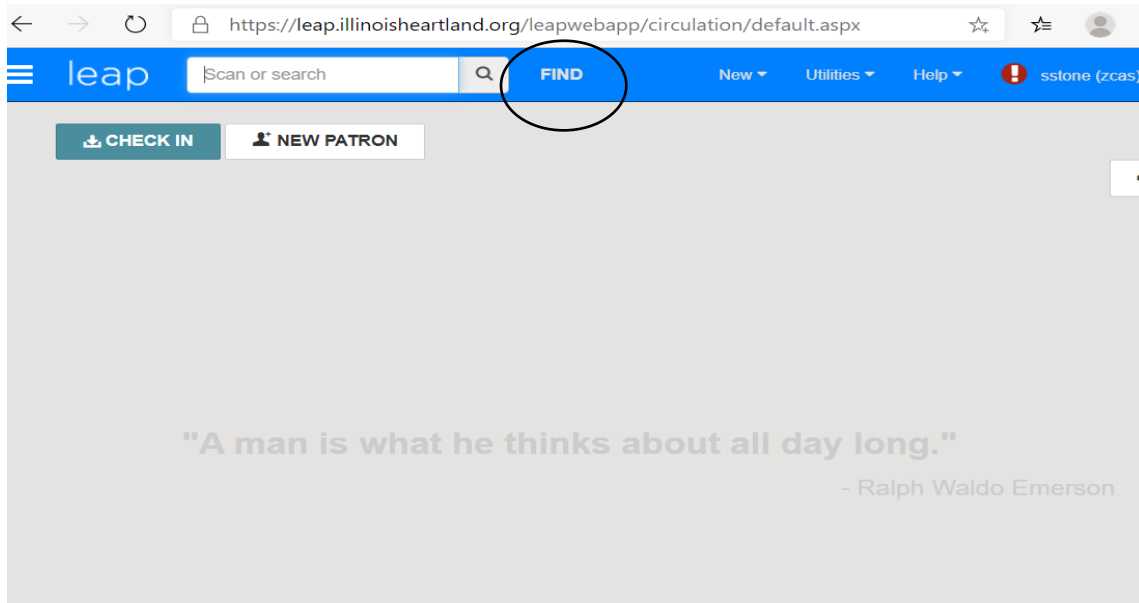
Select your Branch and Workstation

Branch

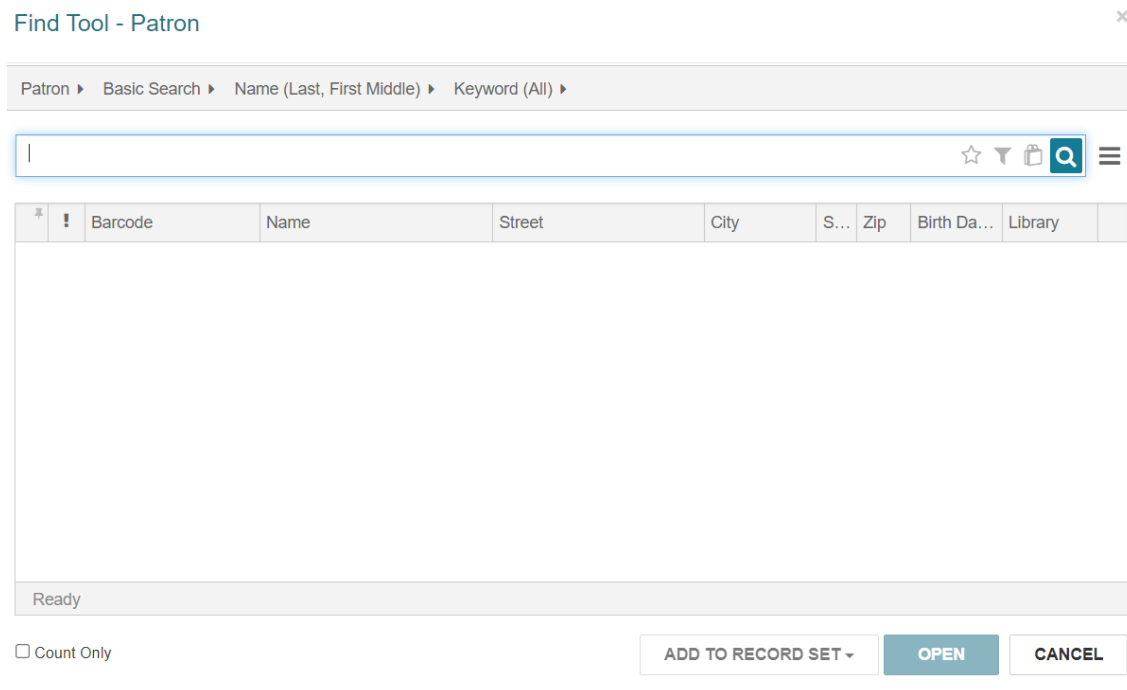
Workstation

CONTINUE **CANCEL**

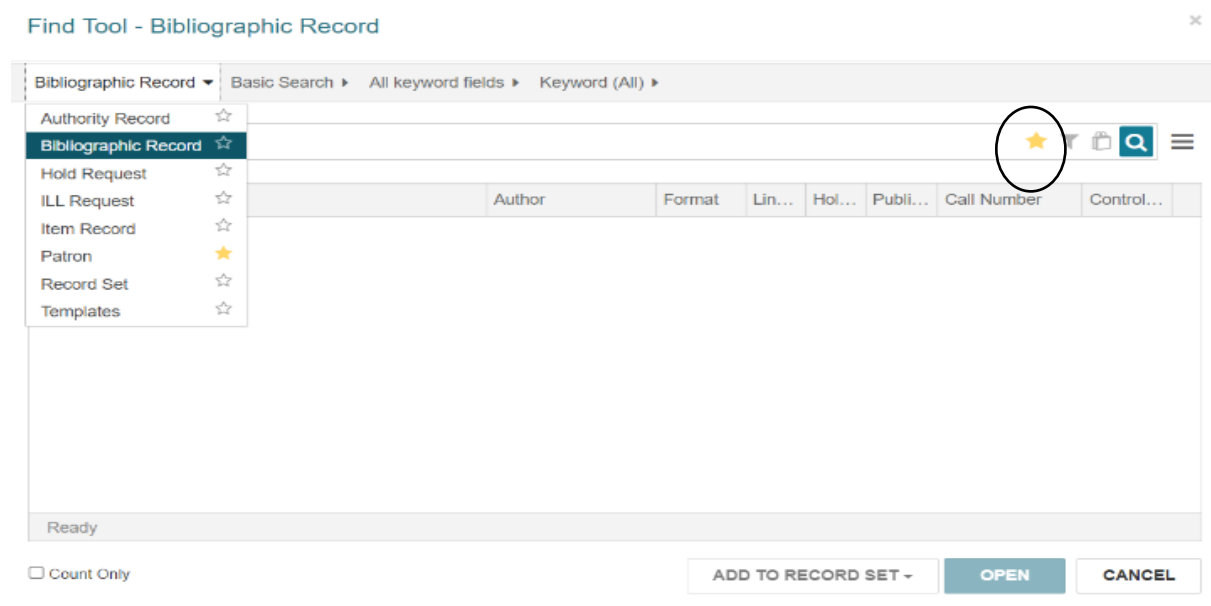
The opening screen of Leap is rather plain. As you can see, this product is circulation driven. The only options are Check In or New Patron. The search box defaults to a patron search. Instead of using the search box, click Find.



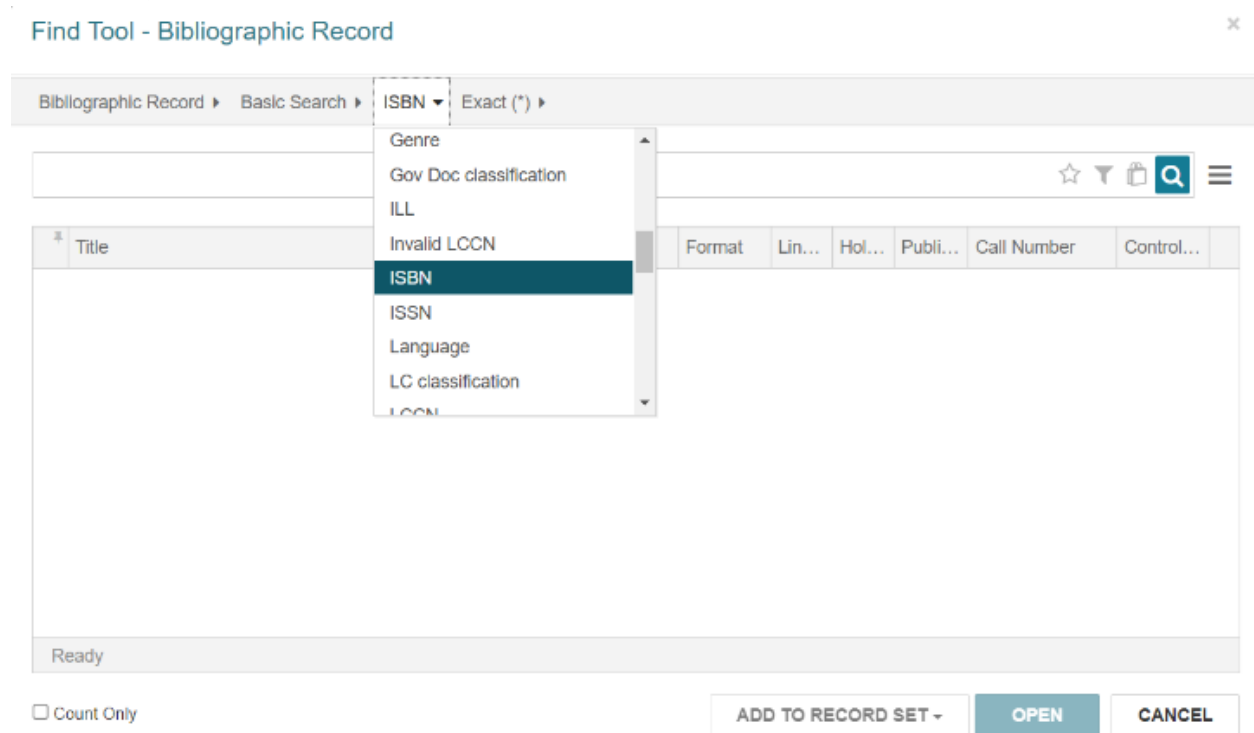
This opens a Find Tool search for the default, which is Patron.



Next, click on Patron and change the search to Bibliographic Record. You can click the yellow star to save that as your default search.



Change All Keyword Fields to ISBN, as well. You may choose anything you want to search by here, including title, ISBN, author, control number, etc. ISBN is usually the best place to start.



Scan or type an ISBN number in to find a bibliographic record. Search as usual until you find a possible matching record. Click the check box to highlight the record, then click Open.

Find Tool - Bibliographic Record x

Bibliographic Record ▸ Basic Search ▸ ISBN ▸ Exact (*) ▸

9781589485044 ✕ ☆ 🔍 📖

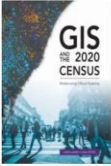
☑	Title	Author	Format	Lin...	Hol...	Publi...	Call Number	Control...
	GIS and the 2020 census : modernizing official statistics	Laaribi, Amor, aut...	Book	1	0	2019	352.7/50285	3727317

Ready 1 result(s)

Count Only ADD TO RECORD SET ▾ OPEN CANCEL

This will give you the preview display.

Bibliographic Record ⓘ SAVE ACTIONS ▾ LINKS ▾ REFRESH RESULTS CLOSE



GIS and the 2020 census : modernizing official statistics

By Laaribi, Amor, author.

Control number:

Owner:

Record status: Display in PAC Host ILL

[Preview](#)
[Items](#)
[MARC](#)
[Headings](#)
[Statistics](#)
[Record Sets](#)
[Resources](#)

Brief Full Availability English ▾ Illinois Heartland Library System-Carbondale (ZCA) ▾

GIS and the 2020 census : modernizing official statistics 📖 2019

by Laaribi, Amor, author.

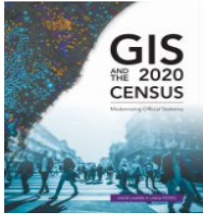
Publisher, Date: Redlands, California : Esri Press, [2019]

Description: ix, 250 pages : illustrations (chiefly color), color maps ; 26 cm

Local Availability: 0 (of 0)

System Availability: 1 (of 1)

In order to verify all match points, click on MARC to see the full MARC record.



GIS and the 2020 census : modernizing official statistics

By *Laaribi, Amor, author.*

Control number:

3727317

Owner:

SHARE (sys)

Record status:

Final

Display in PAC

Host

[Preview](#) [Items](#) [MARC](#) [Headings](#) [Statistics](#) [Record Sets](#) [Resources](#)

```

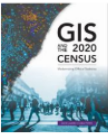
LDR      ||||cam a22|||| i 4500
001      3727317
005      20200809170635.0
008      190208s2019 cauab b 001 0 eng
010      $a 2018060051
020      $a9781589485044 $q(paperback) $q(alkaline paper)
020      $a1589485041 $q(paperback) $q(alkaline paper)
035      $a(OCOLC)1086498354
040      $aDLC $beng $erda $cDLC $dOCLCO $dOCLCF $dOHI $dYDX
042      $apcc
049      $aIHIA
050 00   $aHA179 $b.L33 2019
082 00   $a352.7/50285 $223
100 1    $aLaaribi, Amor, $eauthor.
245 10   $aGIS and the 2020 census : $bmodernizing official statistics / $cAmor Laaribi, Linda Peters.
264 1    $aRedlands, California : $bEsri Press, $c[2019]
300      $aix, 250 pages : $billustrations (chiefly color), color maps ; $c26 cm
336      $atext $btxt $2rdacontent
337      $aunmediated $bn $2rdamedia
338      $avolume $bnc $2rdacarrier

```

After verifying that this bib record matches the item in your hand, click Actions and then Create Item.

Bibliographic Record 📘

SAVE **ACTIONS -** **LINKS -** **REFRESH** **RESULTS** **CLOSE**

 **GIS and the 2020 census : modernizing official statistics**
By *Laaribi, Amor, author.*

Control number: 3727317 Owner: SHARE (sys)

Record status: Final Display in PAC Host ILL

- Place Hold
- Create Item**
- Delete
- Undelete
- Add to New Record Set
- Add to Existing Record Set

[Preview](#) [Items](#) [MARC](#) [Headings](#) [Statistics](#) [Record Sets](#) [Resources](#)

```

LDR      ||||cam a22|||| i 4500
001      3727317
005      20200809170635.0
008      190208s2019 cauab b 001 0 eng
010      $a 2018060051
020      $a9781589485044 $q(paperback) $q(alkaline paper)
020      $a1589485041 $q(paperback) $q(alkaline paper)
035      $a(OCOLC)1086498354
040      $aDLC $beng $erda $cDLC $dOCLCO $dOCLCF $dOHI $dYDX

```

The item record will appear. The area you are working on will appear with a blue border. The Barcode space will be seen that way when the item record first appears on the screen, prompting you to enter a barcode. Scan your barcode.

leap Scan or search **FIND** Now ▾ Utilities ▾ Help ▾ **scstone (zcas)**

CHECK IN **NEW PATRON** **PRINT**

New Item Record

CREATE ITEM **CANCEL**

GIS and the 2020 census : modernizing official statistics
By Laaribi, Amor, author

Barcode

Item Template

Call Number Scheme * **Suffix**

Use template values instead of these (if available)

Prefix **Volume** **Price** **Renewal Limit**

Classification **Copy** **Circulation Status ***

Cutter Display in PAC Holdable Non-circulating

Next, click on the Item Template line and select the correct item template for the type of material in hand. In this case, it is a non-fiction book. You will only see your own item templates. After choosing an item template, information from that template will fill in at the bottom of the screen.

Barcode

Item Template

Call Number Scheme * **Suffix** Use template values instead of these (if available)

Prefix **Volume** **Price** **Renewal Limit**

Classification **Copy** **Circulation Status ***

Cutter Display in PAC Holdable Non-circulating

Assigned Branch * **Material Type *** **Statistical Code**

Collection **Loan Period *** **Owning Branch ***

Shelf Location **Fine Code ***

Fill in the Call Number area as needed. This one will need a classification number and cutter since it is non-fiction. Note the check box which says **Use template values instead of these (if available)**. This means values from the template will override what you type in, if this box is checked. For instance, if the template has a default price of \$25 and nothing is entered in the Price field of the item record, or a different price is entered there, the price will say \$25 after creating the item with the template.

If you need to make special restrictions for loaning the material, click on Controls in the center of the page.

Item Record

SAVE **ACTIONS** ▾ **LINKS** ▾ **REFRESH**

GIS and the 2020 census : modernizing official statistics
By *Laanbi, Amor*, author

Barcode: **practice892020c** ILL Non-circulating eContent Display in PAC

Call number: Record status: **Final** Issue:

Collection: **Non-Fiction** Bib control number: 3727317 Issue control number:

Shelf location: **2nd Floor** Parent item: Price: **\$25.00**

Owning branch: **Illinois Heartland Library System-Carbondale** Assigned branch: **Illinois Heartland Library System-Carbondale** Circulation status: **In-Process** || 8/9/2020 5:42:19 PM

Details Circulation **Controls** Blocks and Notes History Statistics Record Sets Notices Source and Donor

You will see the usual check mark boxes at the bottom of the screen.

Loanable outside system

Do not mail to patron

Holdable

Hold Limited To:

Pickup at

Patrons from this library and branches

days past first available

Patrons from this branch only

Preferred borrowers

Click on Blocks and Notes to add any notes. These are the same as the notes fields in the staff client. Generic choices can be found under Library Assigned Block or you can create your own under Free Text Block. The Free Text Block is a good place to add the number of CDs or DVDs included in a container. Blocks will appear on the screen when an item is checked in. A Free Text Block, such as 5 discs, will remind the staff member to check that all discs are present before continuing to check in the item. The Public Note will appear in the PAC display and the Non-Public Note will appear in the staff display. If you add a block or a note, click Save.

Library Assigned Block

(None) ▼

Free Text Block

System Block

Public Note

Non-Public Note


Physical Condition

If you have a second copy of the same item, click Actions and then Copy to start a new item record. Edit information on the item record, as needed, and then save the new item record.

[CHECK IN](#)
[NEW PATRON](#)
[PRINT](#)

Item Record ⓘ

SAVE **ACTIONS** **LINKS** **REFRESH** **CLOSE**


GIS and the 2020 census : modernizing official statistics
 By *Laanbi, Amor, author.*

Barcode: **practice892020c**
 ILL. Non-circulating

Call number:

 Record status: **Final**

Collection: **Non-Fiction**

 Bib control number: 3727317

Shelf location: **2nd Floor**

 Parent item

Owning branch: **Illinois Heartland Library System-Carbondale**

 Assigned branch: **Illinois Heartland Library System-Carbondale**

eC...

 Issue...

 Issue c...

 Price: \$...

 Circula...

Check In

 Place Hold

Copy

 Delete

 Undelete

 Add to New Record Set

 Add to Existing Record Set

19 PM

[Details](#)
[Circulation](#)
[Controls](#)
[Blocks and Notes](#)
[History](#)
[Statistics](#)
[Record Sets](#)
[Notices](#)
[Source and Donor](#)