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Catalog

Add Brief Record Permission

If you want to allow workers to create brief records for circulation but don't want to give them full cataloging permissions, you can enable a permission giving them access to only brief record creation. You might do this to allow records for new items to be created quickly so they can circulate and fulfill reserves before the cataloger has had time to fully catalog the items.

To assign the worker permission

1. Click **Administration** from Atrium's **Menu Bar**, and then click **Library**.
2. Click **Worker Records**.
3. In the **Action** column for the worker you need to modify, click **[Edit]**.
4. Scroll down to the *Material Related Permissions* section.
5. Click to select the **Add New Brief Records** check box, and enable any other permissions as needed.
6. Click **Save**.

Material Related Permissions	
Add New Bibliographic Records	<input type="checkbox"/>
Add New Brief Records	<input checked="" type="checkbox"/>
Add New Holdings Records	<input type="checkbox"/>
Change Custom Item Status	<input type="checkbox"/>
Delete Bibliographic Records	<input type="checkbox"/>
Delete Holdings Records	<input type="checkbox"/>
Edit Bibliographic Records	<input type="checkbox"/>
Edit Holdings Records	<input type="checkbox"/>
Import Authority Records	<input type="checkbox"/>
Mark Items Lost/Found	<input type="checkbox"/>
Perform Inventory	<input type="checkbox"/>

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What's New in Atrium 12.8

Circulation

Auto-Renew

For the convenience of your patrons, you can allow items to automatically renew before they become overdue. This feature is based on circulation rules, so you can decide which patron classes can automatically renew items as well as which item types are eligible for auto-renew.

Auto-renew still follows regular library policies: items cannot be renewed if another patron has reserved the item, if the patron in question has reached circulation limits, etc. Patrons will receive emails/texts when items are renewed informing them of the new due dates (based on patron settings).

The example below shows how to allow the **Adults** class to automatically renew items in the circulation class **Book**.

To edit a circulation rule

1. Click **Administration** from Atrium's **Menu Bar**, and then click **Circulation**.
2. Click **Circulation Rules**.
3. If needed, click the **Patron Circulation Class**: drop-down button, and click again to select **Adults**.
4. The rules for each item type display below your selection. In the **Action** column for **Book**, click **Edit**.
5. Next to **Allow Auto-Renew**:, click **Yes**.
6. Click **Save**.

Edit Circulation Rule

Patron Circulation Class **Adults** and Item Circulation Class **Book**

Method Used To Calculate Due Date: Regular Circulation (Measured In Days) ▾

Skip Closed Dates When Counting: Yes: No:

Circulation Period (Days): 14

Fine Calculation

Fine Amount: 0.10

Lost Item Processing Charge: 5.00

Fine Period (Days): 1

Max Fine: 20.00

Grace Period (Days): 1

Restrictions

Max Items Out: 15

Max Renewals: 2

Max Reserves: 10

Max OPAC Reserves: 10

Allow Bookings: Yes: No:

Allow In Self Check: Yes: No:

Allow Auto-Renew: Yes: No:

Save Go Back

Processing Charge for Lost Items

If you need to charge patrons a processing fee in addition to fines for lost items, you can establish circulation rules to apply the charges when items are marked lost. This non-refundable charge will be applied when items are manually marked lost using the **Mark Items Lost/Found** form or automatically marked lost during inventory or background tasks (if you enable the related *circulation* setting).

In the example below, we add a processing charge of **\$5.00** for lost items that belong to the Item Circulation Class **Book** and are checked out to patrons in the Patron Circulation Class **Adults**.

To establish a circulation rule

1. Click **Administration** from Atrium's **Menu Bar**, and then click **Circulation**.
2. Click **Circulation Rules**.
3. If needed, click the **Patron Circulation Class**: drop-down button, and click again to select **Adults**.
4. The rules for each item type display below your selection. In the **Action** column for **Book**, click **Edit**.
5. Next to **Lost Item Processing Charge**:, enter an amount, such as **5.00**.
6. Click **Save**.

Edit Circulation Rule

Patron Circulation Class **Adults** and Item Circulation Class **Book**

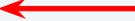
Method Used To Calculate Due Date:

Skip Closed Dates When Counting: Yes: No:

Circulation Period (Days):

Fine Calculation

Fine Amount:

Lost Item Processing Charge: 

Fine Period (Days):

Max Fine:

Grace Period (Days):

Restrictions

Max Items Out:

Max Renewals:

Max Reserves:

Max OPAC Reserves:

Allow Bookings: Yes: No:

Allow In Self Check: Yes: No:

Allow Auto-Renew: Yes: No:

Sort Holdings on a Bibliographic Record

If you need to quickly organize information about holdings while editing or reviewing a bibliographic record, you can sort the holdings to differentiate them easily. For example, if you catalog volumes of a DVD set on the same bibliographic record with different Call Numbers, you can re-sort by Call Number to view the volumes in order.

To edit a bibliographic record

1. Click **Search** from Atrium's **Menu Bar**, and then click **Combo**.
2. Enter search criteria, click the **Go To Edit Item** radio button, and click **Search**.
3. If needed, click the **title** in the search results.
4. On the **Edit Item: Bibliographic Record** form, copies display in the **Active Holdings** form, sorted by barcode.
5. Click the up arrow next to any column header to sort the list by that criterion in ascending order. Click the down arrow to sort the list in descending order.

Edit Item : Bibliographic Record

Save Delete Make Copy History Review Add Holdings View: Full View ▾

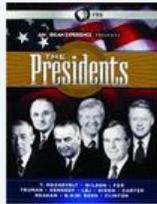
Study Programs Add New Item

Extended Title: American Experience : The Presidents

Title:

Exclude From Authority: Create Local Authority:

This Is A Brief Record: Remove Record After Check In:



Uploaded Jacket

Active Holdings (9)

Barcode ▾	Call Number ⇅	Branch ⇅	Action
00005775	932 v. 1 DVD	East Branch	Edit
00005776	932 v. 2 DVD	East Branch	Edit
00005777	932 v. 3 DVD	East Branch	Edit
00005778	932 v. 4 DVD	East Branch	Edit
00005779	932 v. 5 DVD	East Branch	Edit
00005780	932 v. 6 DVD	East Branch	Edit
00005781	932 v. 7 DVD	East Branch	Edit
00005782	932 v. 8 DVD	East Branch	Edit
00005783	932 v. 9 DVD	East Branch	Edit

Core

Age Group:	<input type="text" value="Adult"/>	RDA Content:	<input type="text"/>
Material Type:	<input type="text" value="DVD"/>	RDA Media:	<input type="text"/>
Author Type:	<input type="text" value="Personal Name"/>	RDA Carrier:	<input type="text"/>

Fine/Fee Types

If you need a more detailed breakdown of money owed or paid to the library, you can add custom fine and fee types for your library. For example, you could add fees for non-resident card applications, copier/printer charges, and more. Statistics for these types will be viewable on the **Cash Drawer Statistics** report in addition to Atrium's delivered fine/fee types.

To create a custom fine/fee

1. Click **Administration** from Atrium's **Menu Bar**, and then click **Circulation**.
2. Click **Fine/Fee Types**.
3. Click **Add New Type Of Fine And Fee**.
4. Enter a name for the charge.
5. Enter a description if needed.
6. Use the radio buttons to indicate whether this is a fine (associated with a specific holding) or a fee (standalone charge).
7. Click **Save**.

Add Type Of Fine And Fee

Type: ?

Description:

This Is An: Item Fine Independent Fee

Add/Edit Types Of Fines And Fees

Fine/Fee Type	Description	Item Fine	Action
Damaged	Damaged Fines	Yes	None
Fee	Standalone Fees	No	None
Lost	Lost Fines	Yes	None
Missing Component	Missing Component Fines	Yes	None
Other	Other Fines	Yes	None
Overdue	Overdue Fines	Yes	None
Processing Charge	Fine For Processing Items	Yes	None
Rental	Rental Fines	Yes	None

Added options display in drop-down lists on the **Assess Fine** and **Assess Fee** forms.

You can also create **Special Fine/Fee Barcodes** to quickly assess these charges. For complete instructions, see the online Help files.

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What's New in Atrium 12.8

Reserves

Reserve Shelf Receipt Choices

Depending on your Reserve Shelf policies and workflow, you may want to show more or less information on your receipts. Atrium now has four choices for Reserve Shelf Receipts; these are pictured below.

To choose your receipt format

1. Click **Administration** from Atrium's **Menu Bar**, and then click **Circulation**.
2. Click **Circulation Settings**.
3. Scroll down to the *Receipt Settings* section.
4. Click the **Reserve Shelf Receipt:** drop-down button, and click again to select one of the four options (pictured here).
5. Click **Save**.

```

-----
Reserve Shelf Receipt

Title: Absolutely almost
Barcode: 00004712
Author: Graff, Lisa
Placed on Reserve Shelf On:
  04/16/2020 01:16:44PM

Reserved to: Nesbitt, Virginia
Pick Up At: East Branch
Barcode: 401643
Patron Report Class: Adults

Mobile Phone: (555) 555-5555
Contact Preference: Mobile Phone
-----
04/21/2020                07:18:28AM
  
```

Standard Item (default)

```

Nesbitt, Virginia
Expires: 05/16/2020

Held Date      : 04/16/2020
Pick Up At    : East Branch
Title         : Absolutely almost
Call Number   : FIC Gra
Item Barcode  : 00004712
Home Location : East Branch
Notify        : Mobile Phone
Mobile Number : (555) 555-5555
Email         : atriumpatron@gmail.com
Text          : 5555555555@vtext.com

Notes:
  
```

Standard Patron

```

05/16/2020

N
E
S
B
VIR

Notice: Mobile Phone

00004712
04/16/2020
  
```

Discreet Spine

```

Nes

1643

Placed On Shelf:
04/16/2020

Absolutely almost
  
```

Discreet Slip

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What's New in Atrium 12.8

Bulk Reserves

If you have a long list of patrons who want a new or popular item, you can add reservations for all those patrons at once. This convenient method creates reservations in the order you place patrons in the queue, so you can use a saved report filter or copy and paste a list of barcodes from a spreadsheet to add many patrons at once. You can also scan or enter item barcodes or use the **Lookup** or **Filter** options as with any other Atrium queue.

To create a bulk reservation

1. Click **Circulation** from Atrium's **Menu Bar**; under **Bulk**, click **Bulk Reserve**.
2. Search for the item you want to reserve to the patrons.
3. Add barcodes to the **Bulk Reserve Queue** in one of the following ways:
 - Click **Lookup** and search for a single patron.
 - Click **Filter** and search for a group of patrons with shared criteria. If you have a saved template, you can select it in the drop-down list and click **Load Template**; then click **Generate Report**.
 - Scan or enter patron barcodes manually into the field; then, click **Add**.
4. Inspect the list, and remove any patrons as needed.
5. When you are satisfied with the list, click **Create Reserves**.

Record	Patron Barcode	Patron Name	
1	401720	Smith, Damon	<input type="checkbox"/>
2	402599	Golden, Anna	<input type="checkbox"/>
3	401999	Abbey, Pam	<input type="checkbox"/>
4	857089	Clark, Matt	<input type="checkbox"/>
5	400524	White, Linda	<input type="checkbox"/>
6	855088	Thompson, Carla	<input type="checkbox"/>
7	401643	Nesbitt, Virginia	<input type="checkbox"/>

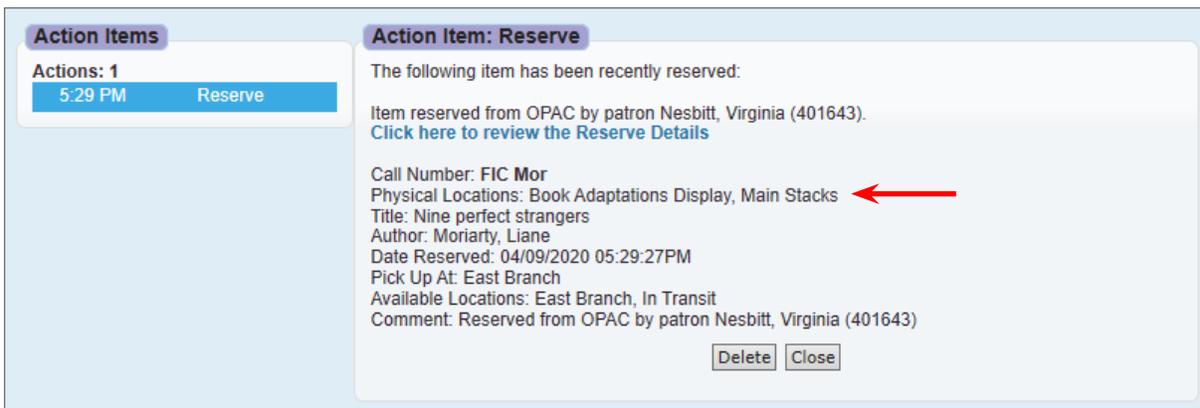
Physical Location on Action Items

To streamline the process of pulling reserved items from the shelves, items' **Physical Locations** have been added to **Action Items** so staff know where to find them.

This information displays if you have enabled the related catalog setting to show physical location in multiple areas of Atrium and **OPAC**.

To enable the setting

1. Click **Administration** from Atrium's **Menu Bar**, and then click **Catalog**.
2. Click **Catalog Settings**.
3. Next to **Display Physical Location Where Applicable**, click **Yes**.
4. Click **Save**.



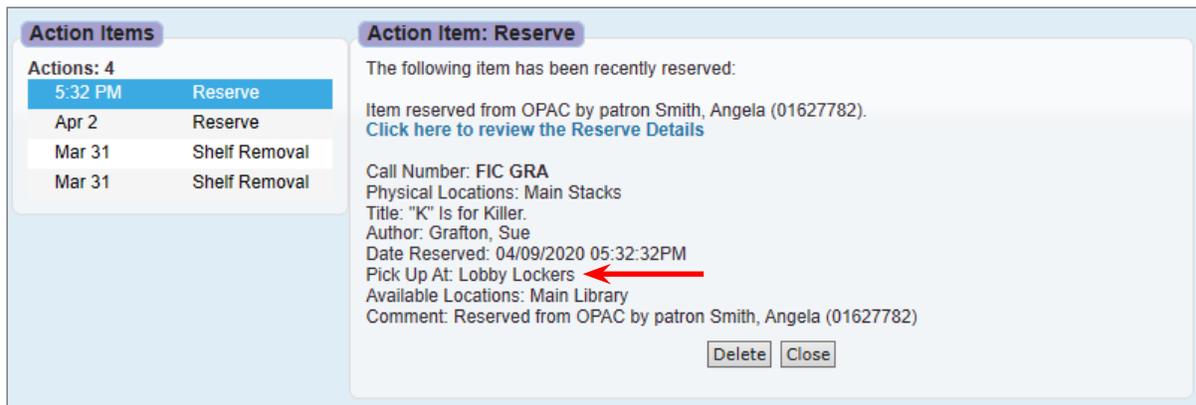
The screenshot shows the 'Action Items' interface. On the left, there is a sidebar with 'Action Items' and 'Actions: 1' at 5:29 PM. The main area is titled 'Action Item: Reserve' and contains the following text: 'The following item has been recently reserved: Item reserved from OPAC by patron Nesbitt, Virginia (401643). Click here to review the Reserve Details'. Below this, the item details are listed: 'Call Number: FIC Mor', 'Physical Locations: Book Adaptations Display, Main Stacks' (with a red arrow pointing to it), 'Title: Nine perfect strangers', 'Author: Moriarty, Liane', 'Date Reserved: 04/09/2020 05:29:27PM', 'Pick Up At: East Branch', 'Available Locations: East Branch, In Transit', and 'Comment: Reserved from OPAC by patron Nesbitt, Virginia (401643)'. At the bottom right, there are 'Delete' and 'Close' buttons.

What's New in Atrium 12.8

Pickup Locations for Kiosks (requires license)

If your database is **Distributed**, you can set up kiosks, which are alternate pickup locations that represent special areas of the library or locations for after-hours access, such as lockers in the lobby or a remote un-staffed location. (For **Centralized** databases, kiosk or branch pickup locations always display on **Action Items**.)

If you have enabled kiosks, pickup locations display in **Action Items** for patron reserves so you can quickly identify which items should be placed on the primary reserve shelf and which should be set aside to be checked out and distributed to kiosks.



Action Items

Actions: 4	
5:32 PM	Reserve
Apr 2	Reserve
Mar 31	Shelf Removal
Mar 31	Shelf Removal

Action Item: Reserve

The following item has been recently reserved:

Item reserved from OPAC by patron Smith, Angela (01627782).
[Click here to review the Reserve Details](#)

Call Number: FIC GRA
Physical Locations: Main Stacks
Title: "K" Is for Killer.
Author: Grafton, Sue
Date Reserved: 04/09/2020 05:32:32PM
Pick Up At: Lobby Lockers ←
Available Locations: Main Library
Comment: Reserved from OPAC by patron Smith, Angela (01627782)

What's New in Atrium 12.8

Reserve Shelf Expires On

If you need to see when certain items on the Reserve Shelf are due to expire, you can use this new data type to add a column to a report or to filter for items.

For example, if the library is closing to patrons for a staff training day, items that would expire that day might need to be pulled off the Reserve Shelf beforehand.

To add an Expires On column to a report

1. Click **Reports** from Atrium's **Menu Bar**; under **Administration**, click **Standard/Saved**.
2. Click **Edit** in the **Action** column for **List On Reserve Shelf**.
3. Click **Columns**. In the **Possible Columns** list, scroll down to **Expires On**, and double-click it.
4. Click **Generate Report**. The report regenerates and displays when each hold expires.

Reserve Shelf Items

6 Result(s) Found.
Displaying Results 1 - 6

[Edit This Report](#)
[Email Report](#)
[Printable Version](#)
[Export Report As CSV](#)
[Export Report As Text](#)
[Export Options](#)

Line #	Reserve Shelf Date	Patron Name	Title	Pick Up At	Reserve Shelf Comment	Expired	Expires On
1	04/16/2020 01:16:44PM	Nesbitt, Virginia	Absolutely almost	East Branch		false	05/16/2020 01:16:44PM
2	04/16/2020 01:17:13PM	Smith, Janice	At home : a short history of private life	East Branch		false	05/16/2020 01:17:13PM
3	04/16/2020 01:17:41PM	Aguilar, Alejandro "Alex"	The acts of King Arthur and his noble knights	East Branch		false	05/16/2020 01:17:41PM
4	04/16/2020 01:18:21PM	Smith, Larry	City of death (City Trilogy)	East Branch		false	05/16/2020 01:18:21PM
5	04/16/2020 01:18:48PM	Jacobson, Pamela	From eternity to here : the quest for the ultimate theory of time	East Branch		false	05/16/2020 01:18:48PM
6	04/16/2020 01:19:19PM	Lenox, Mike	Carte blanche : 007 : the new James Bond novel	East Branch		false	05/16/2020 01:19:19PM

[Edit This Report](#)
[Email Report](#)
[Printable Version](#)
[Export Report As CSV](#)
[Export Report As Text](#)
[Export Options](#)

Save Report Template For Quick Generation

Template Name:
 Replace Existing Template:

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What's New in Atrium 12.8

Patrons

Gender

If you need more options for keeping track of your patron demographics, you can add, edit, and delete Gender types for your library. By default, the options are **Male**, **Female**, and **Unspecified**, but you can create any additional types you choose.

To add a gender

1. Click **Administration** from Atrium's **Menu Bar**, and then click **Patrons**.
2. Click **Gender**.
3. Click **Add New Gender**.
4. Enter a **Name:** and **Description:** in the corresponding fields.
5. Click the **Self Check Generic Image:** drop-down button, and click again to select an image to display in **Self Check Out** (requires license) for patrons who do not have uploaded pictures (based on circulation settings).
6. Click **Save**.

This new option displays anywhere gender can be selected, such as the **Add/Edit Patron** form, **Reclassify Patrons**, and more.

Add Gender

Name: 

Description:

Self Check Generic Image:

Add/Edit Gender

Name	Description	Self Check Generic Image	Action
Female		UserPink.png	Edit Delete
Male		UserBlue.png	Edit Delete
Unspecified	No assigned gender on patron record.	UserGray.png	Edit Delete

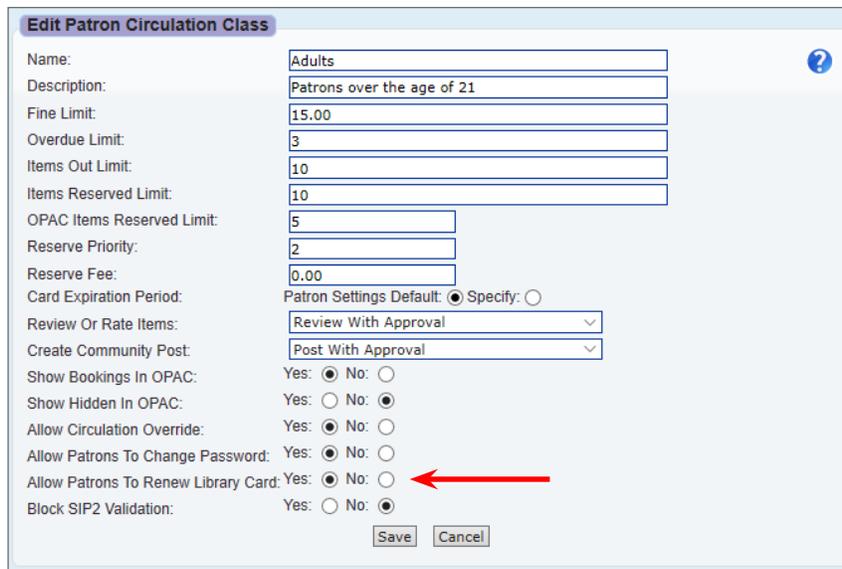
Renew Library Card in OPAC

For the convenience of your patrons, you can allow them to renew their library cards when they log on to **My Items**. This feature is based on **Patron Circulation Class**, so you can allow this feature for some groups of patrons and disallow it for others. Patrons who are blocked from circulation cannot renew no matter their class.

To enable library card renewal

1. Click **Administration** from Atrium's **Menu Bar**, and then click **Patrons**.
2. Click **Patron Circulation Class**.
3. For the class you want to give permission to renew cards in **OPAC**, click **Edit** in the **Actions** row.
4. Next to **Allow Patrons To Renew Library Card:**, click **Yes**.
5. Click **Save**.

When patrons from this circulation class log on to My Items, they will see a message if their cards are expired or expiring soon along with an option to renew their card.



Edit Patron Circulation Class

Name: Adults

Description: Patrons over the age of 21

Fine Limit: 15.00

Overdue Limit: 3

Items Out Limit: 10

Items Reserved Limit: 10

OPAC Items Reserved Limit: 5

Reserve Priority: 2

Reserve Fee: 0.00

Card Expiration Period: Patron Settings Default: Specify:

Review Or Rate Items: Review With Approval

Create Community Post: Post With Approval

Show Bookings In OPAC: Yes: No:

Show Hidden In OPAC: Yes: No:

Allow Circulation Override: Yes: No:

Allow Patrons To Change Password: Yes: No:

Allow Patrons To Renew Library Card: Yes: No: ←

Block SIP2 Validation: Yes: No:

Save Cancel



My Items

PATRON: NESBITT, VIRGINIA(401643)

Your card will expire in 1 day. Renew ←

You Have 2 Items Checked Out
 You Have 2 Items That Are Overdue
 You Have 1 Items Reserved
 You Owe \$4.00 In Fines/Fees
 You Have 3 Bookbags
 You Have 11 Watch List Items
 You Have 4 Community Posts

Reserves Items Out Fines Account Interests History

YOU HAVE NO ITEMS WAITING FOR PICK UP

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What's New in Atrium 12.8

Library

Multiple Library Hours

If your library operates for portions of the day, you can display your open and closed hours in **OPAC**. The **Library Information** form now supports multiple hour ranges. For **Centralized** libraries, any changes apply to the branch where you are currently logged on.

To edit your library hours

1. Click **Administration** from Atrium's **Menu Bar**, and then click **OPAC**.
2. Click **Messages And Information**.
3. Click **Edit Library Information**.
4. In the **Open:** and **Closed:** fields for each day of the week, enter times. If you are closed for a portion of the day, click the  to add another row. For example, if the library closes from 11:30-12:30 for lunch on weekdays, your form might look like the image below.

Branch Information

	Sun:	Mon:	Tue:	Wed:	Thu:	Fri:	Sat:
Open:	<input type="text" value="12:00"/>	<input type="text" value="8:00"/>					
Closed:	<input type="text" value="6:00"/>	<input type="text" value="11:30"/>	<input type="text" value="6:00"/>				
Open:	<input type="text"/>	<input type="text" value="12:30"/>	<input type="text"/> 				
Closed:	<input type="text"/>	<input type="text" value="6:00"/>	<input type="text"/> 				

5. To discard a row of times added by mistake, click the trash can icon to remove it.
6. When you are satisfied with your hours, click **Save**.

Your library's hours display on the **Info** area of **OPAC**.

EAST BRANCH

1212 Main Street Pleasantville,
AL 35555
(555) 555-5555
Librarian Name: Mrs. Abigail
Reader
librarian@mainstreetpublic.com

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open	12:00	8:00	8:00	8:00	8:00	8:00	8:00
Close	6:00	11:30	11:30	11:30	11:30	11:30	6:00
Open		12:30	12:30	12:30	12:30	12:30	
Close		6:00	6:00	6:00	6:00	6:00	

Library Message:
Come nestle in with a new book in our new **fireside** reading nook!

Map: [Library Map](#)

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What's New in Atrium 12.8

OPAC

Target Audience in Search Results

If you use the **Target Audience** field (521a MARC) to indicate the intended audience for a book or movie, you can display this information in **OPAC** search results (**List View**). If this information already exists in your MARC records, it will automatically be mapped to this new field on the bibliographic records.

To enable the setting

1. Click **Administration** from Atrium's **Menu Bar**, and then click **OPAC**.
2. Click **Searching**.
3. In the *Search Results Options* section, next to **Show Target Audience In OPAC Search Results:**, click **Yes**.
4. Click **Save**.

11. **Call Numbers:** DVD Wick **IN** (at East Branch, Main Library, North Branch, West Branch)
John Wick
2014. - Copies: 4 of 4 available
Target Audience: R - for adult audiences; for strong and bloody violence throughout, language and brief drug use.

12. **Call Numbers:** Juv LAD Blu-ray **IN** (at East Branch)
Lady and the Tramp
2012 - Copies: 1 of 1 available
Disney Classics
Fall in love with Walt Disney's Beloved Classic, Lady and the Tramp! Experience the thrilling adventures of Lady, a lovingly pampered cocker spaniel, and Tramp, a freewheeling mutt with a heart of gold. This heartwarming tale now charms a new generation of families and fans with its exquisite animation, unforgettable songs and one of the greatest love stories of all time. This is the night to share a special bella notte with your family and introduce to them to the film Janet Maslin of the New York Times News Service hails as
Target Audience: G -suitable for all ages

This information displays in **Full Details** regardless of the setting.

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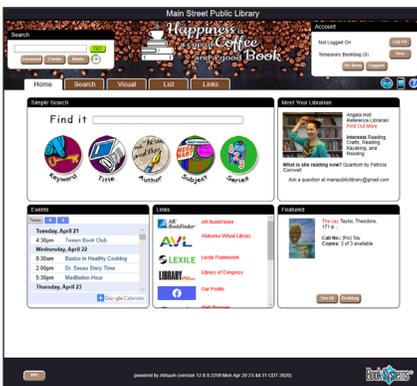
What's New in Atrium 12.8

New Themes

Main themes in more colors, styles, and motifs are available for you to customize your **OPAC** for a unique look and feel. Some examples are pictured below.

To set a Main OPAC Theme for the library

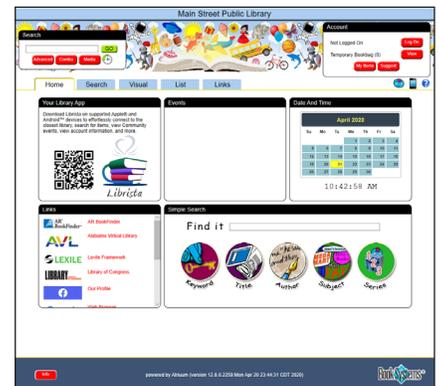
1. Click **Administration** from Atrium's **Menu Bar**, and then click **OPAC**.
2. Click **Themes And Layouts**.
3. Scroll down to the *Default OPAC Theme Settings For Library* section.
4. Click the **Default Main Theme:** drop-down button, and click again to select a theme.
5. Click **Save**.



Coffee



Cyan



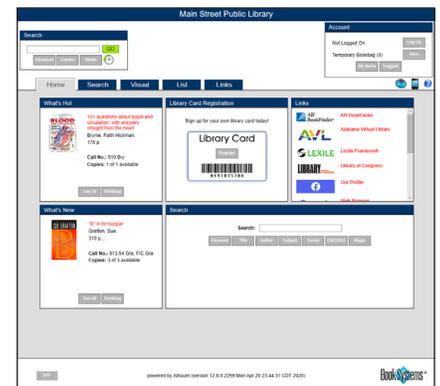
Imagine Your Story



Forest



Rainbow



University

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What's New in Atrium 12.8

Serials (requires license)

Add Serials Holdings Permission

If you need to allow some workers to catalog new holdings/issues as they arrive without giving them full permission to edit Serial MARC records, you can assign those workers a new permission that gives them access to just what they need.

To assign the worker permission

1. Click **Administration** from Atrium's **Menu Bar**, and then click **Library**.
2. Click **Worker Records**.
3. In the **Action** column for the worker you need to modify, click **[Edit]**.
4. Scroll down to the *Serials Related Permissions* section.
5. Click to select the **Add New Serials Holdings** check box, and any other permissions as needed.
6. Click **Save**.

Serials Related Permissions	
Add New Serials Holdings	<input checked="" type="checkbox"/>
Add Serials Subscriptions	<input type="checkbox"/>
Check In Serials Issues	<input type="checkbox"/>
Delete Serials Subscriptions	<input type="checkbox"/>
Edit Serials Issue Information	<input type="checkbox"/>
Modify Serials Subscriptions	<input type="checkbox"/>
View Serials Reports	<input type="checkbox"/>

ILL (requires license)

Cost On ILL Brief Records

To hold patrons accountable for items borrowed through Interlibrary Loan, you can include a Cost when you receive items and create ILL brief records for circulation.

To add a received item

1. Click **ILL** from Atrium's **Menu Bar**; under **Borrowing**, click **Receive Item**.
2. Enter information about the item, including the title, author, and more.
3. Enter an amount in the **Cost:** field; this value will be assessed if the item is marked lost.
4. Enter any additional information in the remaining fields; when you are satisfied, click **Create Record**.

Create A Brief Bibliographic And Holdings Record For ILL Circulation

Temporary Record

Barcode: <input type="text" value="next available"/>	Call No. Prefix: <input type="text"/>
Barcode Type: <input type="text" value="ILL Barcode"/>	Call No.: <input type="text"/>
Title: <input type="text"/>	Call No. Suffix: <input type="text"/>
Author: <input type="text"/>	Lending Library: <input type="text"/>
ISBN: <input type="text"/>	Lending Barcode: <input type="text"/>
UPC: <input type="text"/>	
Item Circulation Class: <input type="text" value="Book"/>	
Item Report Class: <input type="text" value="Undefined"/>	
Cost: <input type="text"/>	

Remove Record After Check In:

OR

Specify the ISBN/UPC you wish to look up using your specified Z39.50 databases:

ISBN/UPC: