



Sitka

Add it to your Bucket List

What are Buckets?

Buckets is the name for a function that groups records in one place. Buckets allow you to group together many records and enact changes on them all at once, instead of individually editing each one.

Copy Buckets vs Record Buckets

It is very important when working with buckets to ensure you are working with the correct type of record for the corresponding bucket. You cannot add copy records to bibliographic record buckets and vice versa.

Sharing Buckets - Buckets are owned by the user account that created them. Buckets can be shared using the Bucket #.

Batch update items in a Copy Bucket

- Fields you may want to batch update include - Other fields should not be batch updated
 - location
 - loan duration
 - circulation modifier
 - alert message
 - price
 - library specific statistical categories.

Delete Items in a bucket

Another common function of copy buckets is to delete copies in batch - If you have a list of barcodes or a pile of items you can quickly scan them into the copy bucket interface and delete them in a batch

Bucket limitations

1. It is recommended that a copy bucket contain no more than a few hundred records.
2. It is recommended that you batch update no more than 50 item records at a time

Record Buckets

What to do with record buckets

- Create Bibliographies
- Add MARC records you need to edit/update
- Export MARC records
- Merge duplicate records
- Delete MARC records (not often you will need to do this, bib record is automatically deleted when the last copy of an item is deleted)

Lists

The My Lists section allows you to create, edit, share, and remove lists. You can create lists from both the staff client and the opac.

- to keep track of what books you have read, (if you have not chosen to retain your checkout history),
- books you would like to read,
- to maintain a class reading list, to maintain a reading list for a book club, to keep a list of books you would like for your birthday, etc.
- There are an unlimited number of uses for Patrons and staff.

Sharing lists

Lists can either be private, and only viewable by you, or public, and viewable by anyone who knows where the list resides. By default, all lists are private, and you must explicitly instruct the system to allow others to view the contents of a list.

You can give the address (URL) of your list to anyone you want to share it with. In the My Lists section there is a HTML View link for every shared list. Click on that button and copy and paste the address (URL) to share your list as required.

Managing items in a list

- Place Holds - You can place a hold on an item from your list by selecting the item, and choosing Place hold in Actions for these items menu.
- Annotate - You can annotate your lists by using the Notes feature.

Resources

<http://docs.sitka.bclibraries.ca/Sitka/current/html/copybucket.html>

<http://docs.sitka.bclibraries.ca/Sitka/current/html/bucket.html>

<http://docs.sitka.bclibraries.ca/Sitka/current/html/opac-account-my-lists.html>

Videos

Batch update using Item status - <https://www.youtube.com/watch?v=Ahry7DaRWyl>

Item status - <https://www.youtube.com/watch?v=Zy6UcenoLdU>

Copy Buckets - <https://www.youtube.com/watch?v=4W-zw-jieos>

Shared Buckets - <https://www.youtube.com/watch?v=KX3EmaiY4Og>