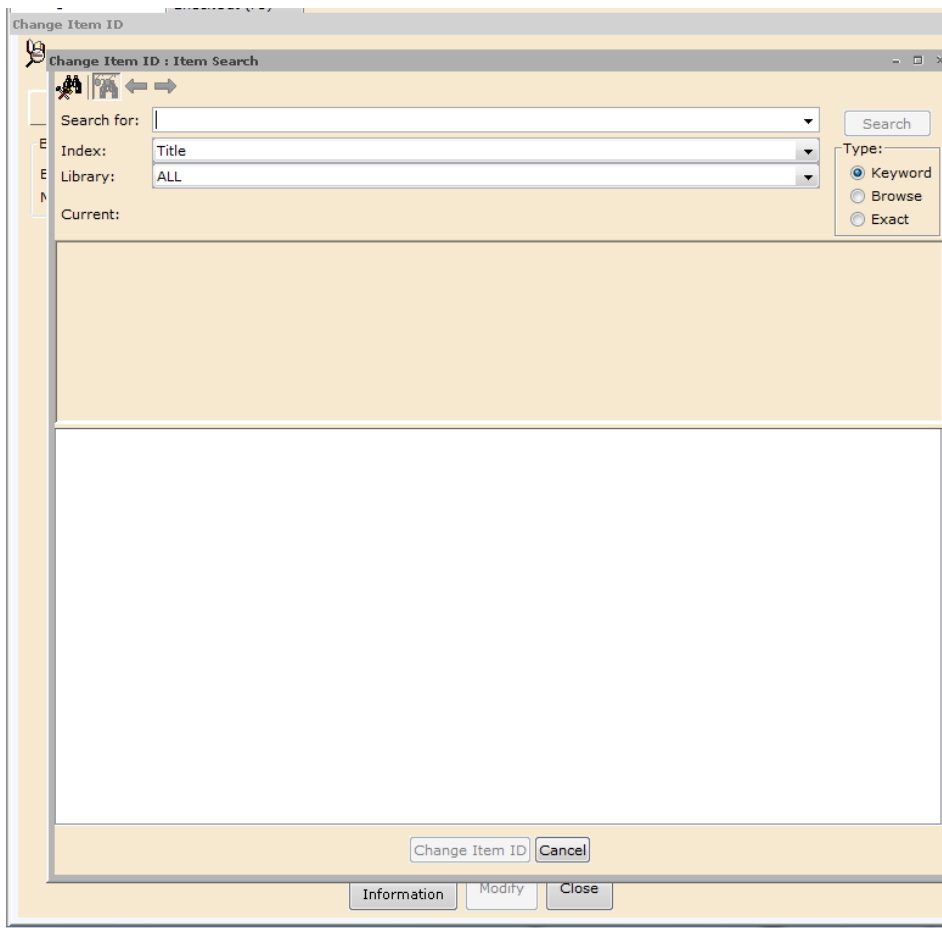


## Change Item ID Wizard

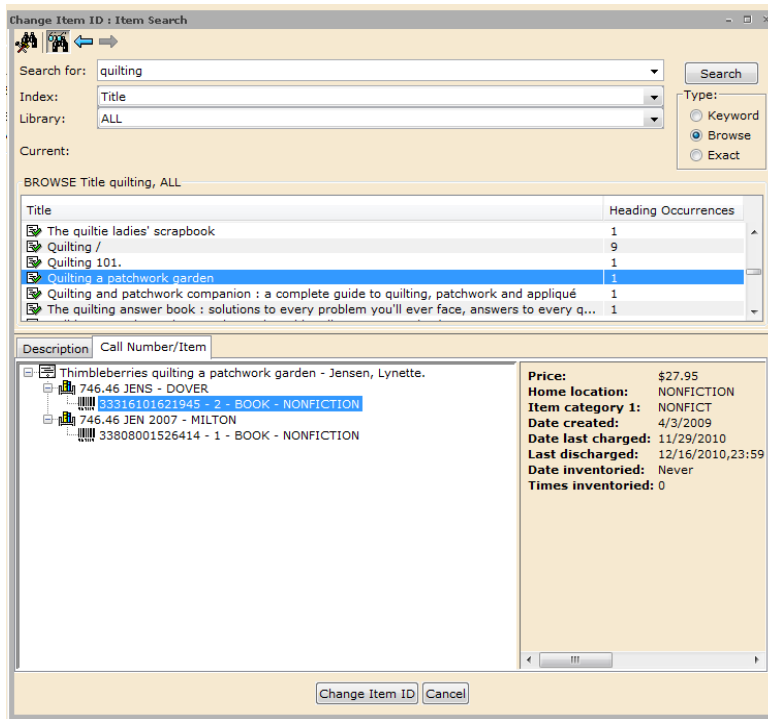
The **Change Item ID** wizard lets you assign a new barcode to an item that has an unreadable or missing barcode. This wizard gives access to the barcode field only, protecting the bibliographic record from any modification.

### To change an item ID

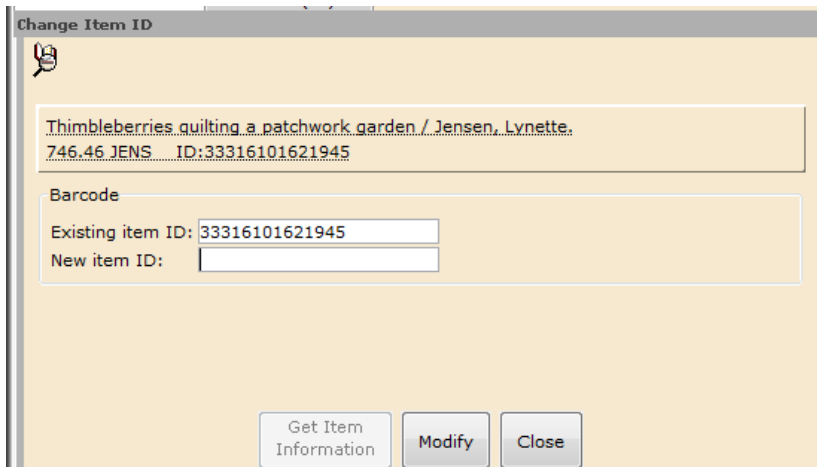
1. On the Items toolbar, click the **Change Item ID** wizard . The Item Search window appears:



2. If the barcode of the item is still legible, you may cancel this window and skip to step 4. If not, search for the item you want to change. If a hit list appears, click the appropriate title. The title record appears:



3. If there are multiple item records, select the one you want to change, and click **Change Item ID**. The Item Search window closes, and the item now appears on the Change Item ID window:



4. In the **New Item ID** box, scan or type the item's new barcode and tap the **Enter** key or click **Modify**. The Record Updated window appears.

5. Click **Close** to exit this wizard, or click **Change Another Item ID** to redisplay the Item Search window and begin again.

# Edit Items

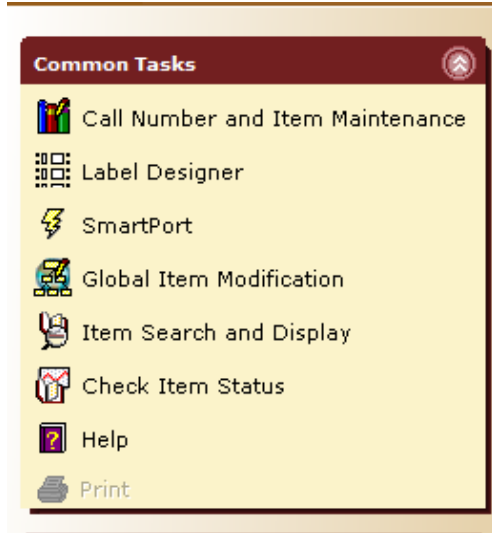
## IMPORTANT NOTE:

The TECH login is needed to perform this function.

There may be times when you need to change the information in an existing call number or item record, for example:

- Change the item type or location of an item.
- Edit the public note in an item record.
- Change the call number.

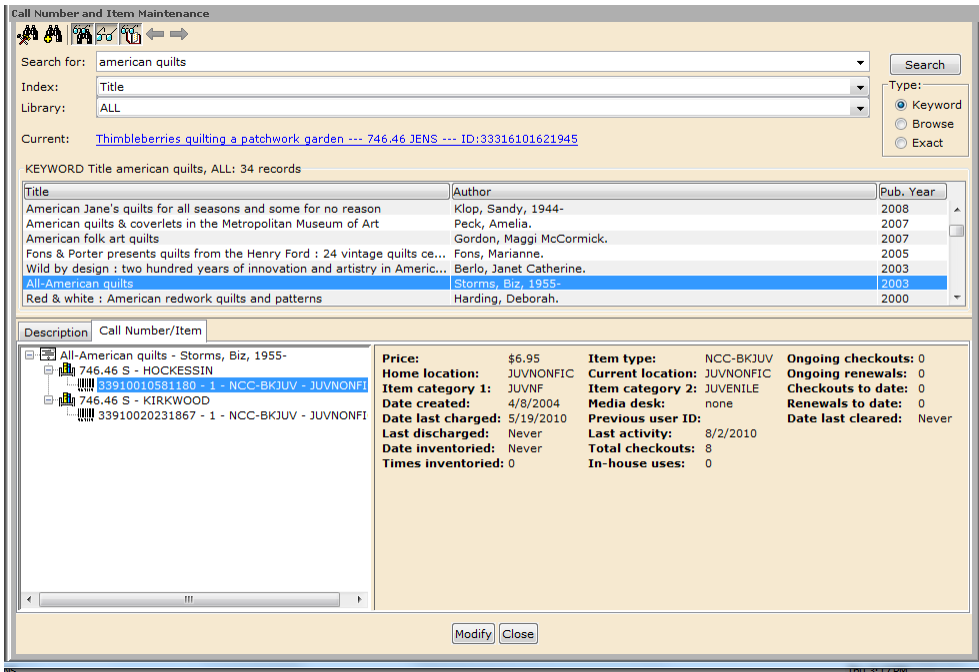
### To edit an existing record



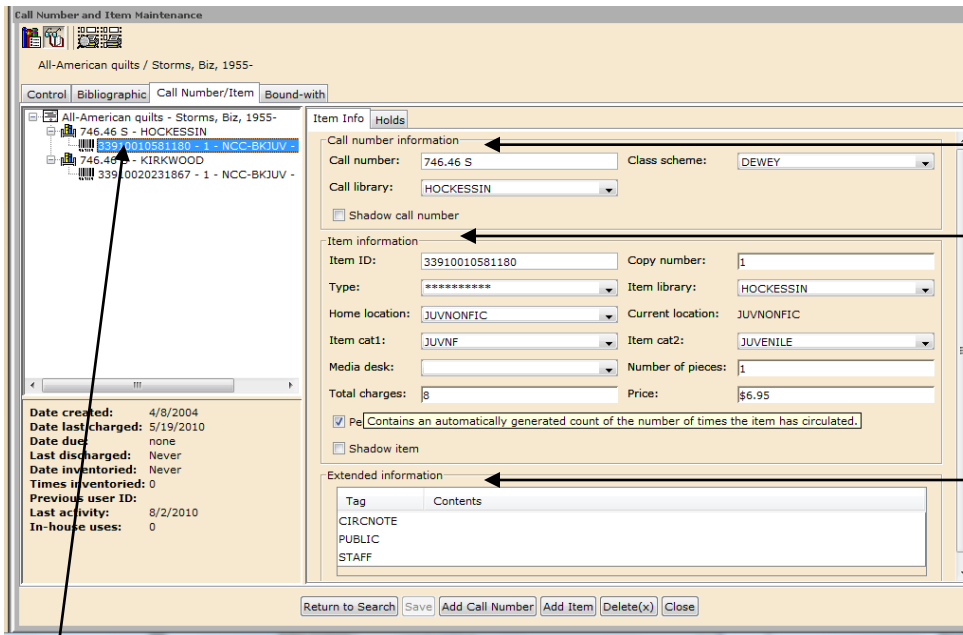
1. Under the **Cataloging Tab**, on the **Common Tasks** toolbar, click the **Call**

**Number and Item Maintenance** wizard .

2. Type your search terms in the **Search for** box and click **Search**, or click the **Current** title, if available.



5. Select the correct title from the list, and click **Modify**. The Call Number/Item tab appears displaying the call number and item information:



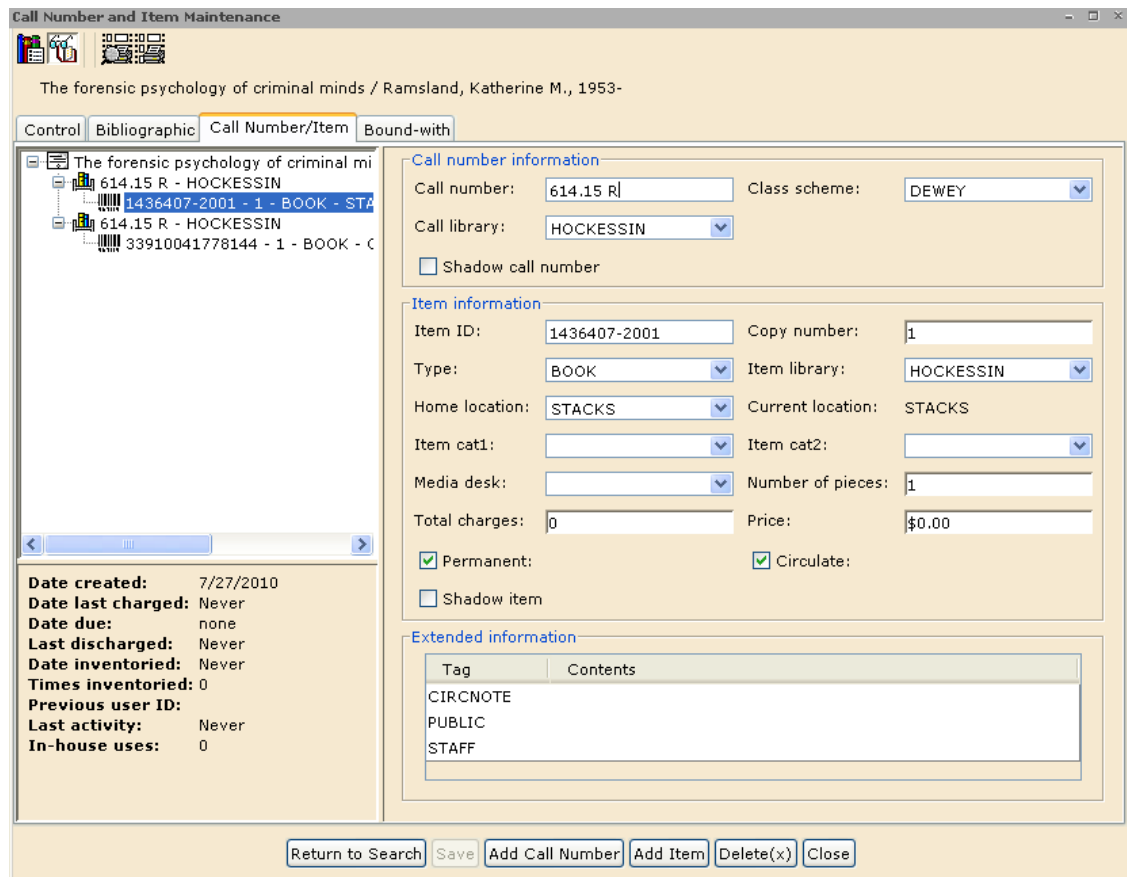
6. Click the item in the tree to which you want to make changes.

7. Make modifications to the **Call Number**, **Item information** or **Extended information**. Click **Save** and then **Close** when finished.

**NOTE:** Call Number fields can be changed and saved together with Item field changes; however, item and call number Library fields cannot be changed simultaneously.

**TIP!**

When making a library field change, modify either the Call Library or the Item Library (not both). When the record is saved, the other library field will automatically be updated.



If you click **Add Call Number**, the system will allow you to choose the library that you wish add an item record for.

If you click **Add Item**, it will add another copy for your default library.

You may also highlight an item in the tree and click the **Delete** button to remove it from the system however, only do this for magazine issues or multiple copies. If this is the only copy for your library, please check it out to the **Discard User** for your library so it can be deleted from OCLC WorldCat.

# Global Item Modification

The Global Item Modification wizard allows the cataloger to create a template of changes to be made to selected items, and globally apply these changes to all items whose IDs are scanned.

The following item characteristics can be modified globally using this wizard.

- Item Type
- Home Location
- Item Category 1
- Item Category 2
- Item Library
- Price
- Shadowed
- Permanent
- Circulate

1. Under the **Cataloging Tab**, on the **Common Tasks** toolbar, click the



**Global Item Modification** wizard .

A screenshot of the Global Item Modification wizard interface. The window title is "Global Item Modification". It features a toolbar with icons for a pencil, a barcode, a trash can, and a document. Below the toolbar is an "Item ID:" text box. A section titled "Item Values to Modify" contains several dropdown menus: "Item type:", "Home location:", "Item category 1:", "Item category 2:", "Item library:", "Shadowed:", "Permanent:", "Circulate:", and "Price:". Each dropdown menu is currently set to "»Will not be modified". The "Price:" field has a "\$" symbol. At the bottom of the window, there are four buttons: "Modify", "Reset", "Clear", and "Close".

2. Under **Item Values to Modify**, make any needed changes to the item value fields by selecting a new policy value from the drop-down list. To reset the item values, click **Reset**.

3. In the **Item ID** box, type or scan each item's ID that you want to modify. If you don't know the item ID, use the **Modify Selected Items Helper** to search for items by title, and then select the items you want to modify.

4. Click **Modify** or tap the **Enter** key.

The screenshot shows the 'Global Item Modification' window. At the top, there are icons for home, back, forward, and search. Below that is an 'Item ID' field containing '33910042391012'. The 'Item Values to Modify' section contains several dropdown menus: 'Item type' (set to '>Will not be modified'), 'Home location' (set to 'FICTION'), 'Item category 1' (set to '>Will not be modified'), 'Item category 2' (set to '>Will not be modified'), 'Item library' (set to '>Will not be modified'), 'Shadowed' (set to '>Will not be modified'), 'Permanent' (set to '>Will not be modified'), 'Circulate' (set to '>Will not be modified'), and 'Price' (set to '\$'). Below these is a table with columns: Title, Author, Call number, Copy, and Item ID. The table contains one row: 'The aloha quilt', 'Chiaverini, Jennifer.', 'CHI', '1', and '33910042391012'. At the bottom, there is a summary of the current item's status: 'Item type: BOOK', 'Home location: NEW', 'Item category 1: NEWBOOK', 'Item category 2: ADULT', 'Item library: BEAR', 'Shadowed: N', 'Permanent: Yes', 'Circulate: Yes', and 'Price: \$24.00'. A 'Modified to: FICTION' label is also present. At the very bottom are buttons for 'Modify', 'Reset', 'Clear', and 'Close'.

5. The title, author, call number, copy, and item ID of each modified item display in the list. You can use the **Print Helper** to print the list of items modified globally. The **Print Preview Helper** is available for previewing the list of modified items before it is printed.

6. Click **Close** to exit the wizard or click **Clear** to clear the list of previously processed items.