Inserting and Changing the Call Number Prefix

Often asked is can I change or clean up my Call Numbers?

Standards change just as people in charge change and often a library can encounter the need to re-classify their cataloging standards of which Call Numbers are often a part of.

The library program provides the ability to use "Record Tagging" for creating changes to all items that are tagged. This feature is located within the Catalog Management/Catalog Menu under the "Advanced column". Mass Update is the menu item that allows one to change a few or many items at one time.

Using this option by tagging records allows for the insertion of a Call Number when none exists or it allows the changing of an existing Call Number, example R to REF or FIC to F.

This document will provide the steps for doing both insertions.

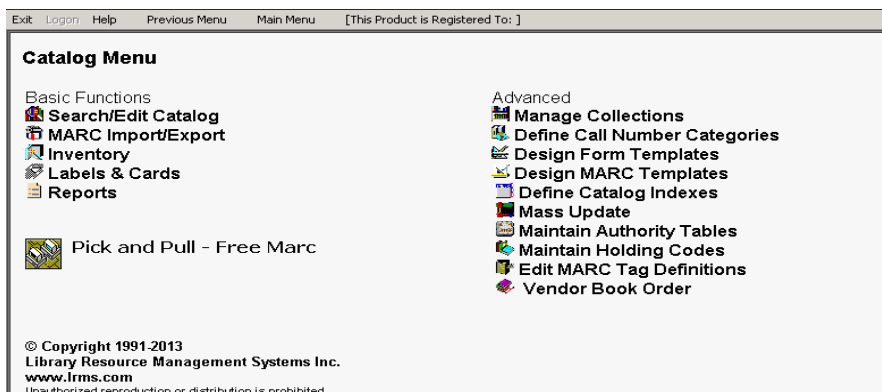**Main Menu/Back Office**

Circulation Management

Borrower Management
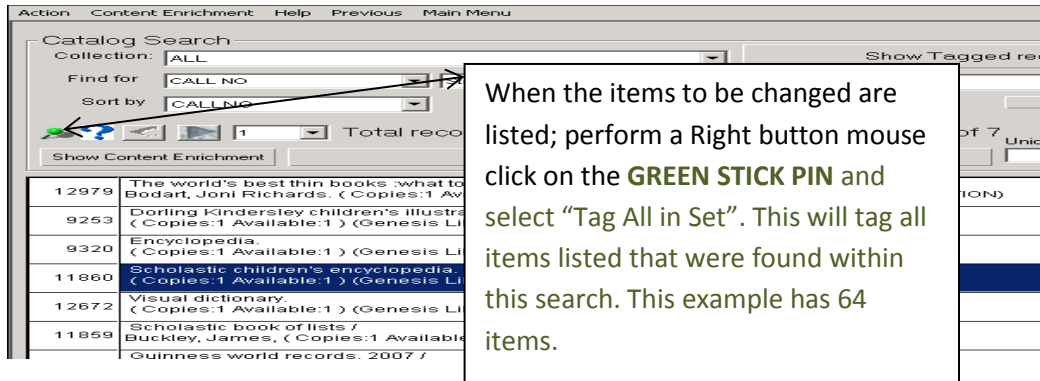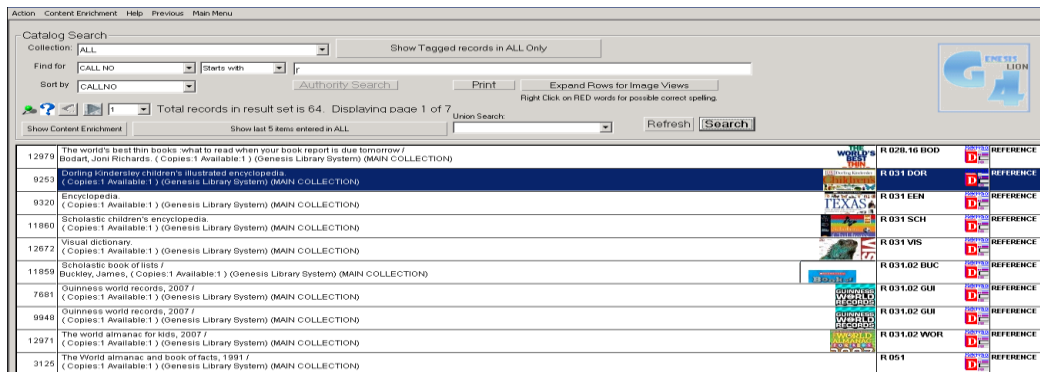
Catalog Management

Reports Management

> *When a Call Number does not exist and the desire is to add one to a large group of records, determine if there is a search that can be performed to identify this group of records. Perhaps a search by a Keyword, or Subject or Author, if this can be done then groups of records can be tagged to allow the addition of a Call number through the Mass Update option.*

1. Start by selecting the "Catalog Management" option.

Exit   Logon   Help   Previous Menu   Main Menu   [This Product is Registered To:]

Catalog Menu

Basic Functions
- Search/Edit Catalog
- MARC Import/Export
- Inventory
- Labels & Cards
- Reports

Pick and Pull - Free Marc

Advanced
- Manage Collections
- Define Call Number Categories
- Design Form Templates
- Design MARC Templates
- Define Catalog Indexes
- Mass Update
- Maintain Authority Tables
- Maintain Holding Codes
- Edit MARC Tag Definitions
- Vendor Book Order

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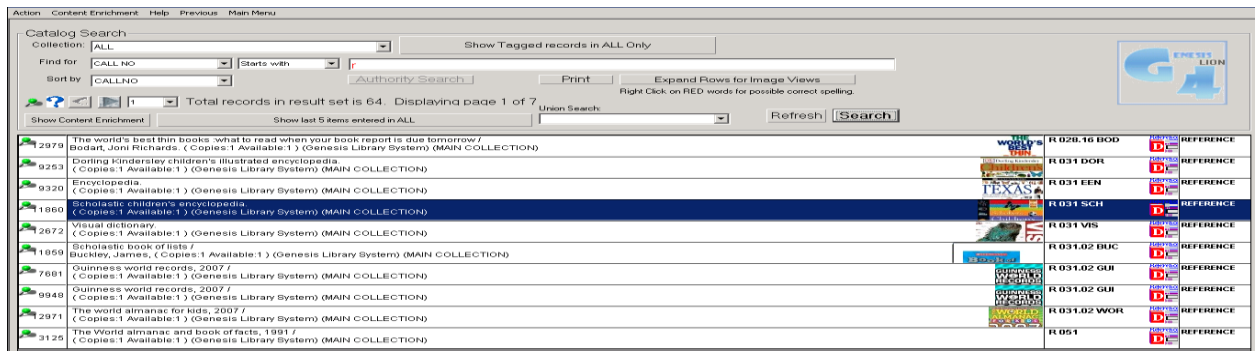Unauthorized reproduction or distribution is prohibited.

2. Let's say for example the goal is to change all existing Call Numbers starting with R and a space after the R to REF. To do this use Catalog Search and set your tagging preferences to the following:
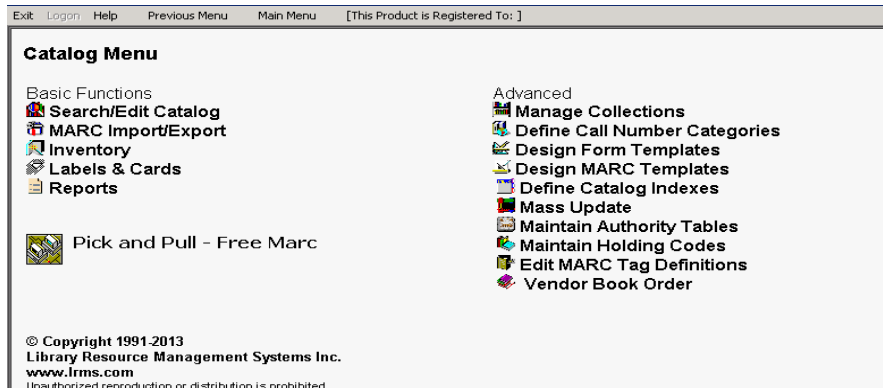
1. Pick the Collection of choice where the change is to be made.
2. Set - Find For to CALL NO.
3. Set - Starts with
4. Set - **R or r with a following space** in the information field
5. Set - Sort by to CALLNO
6. Click the Search button

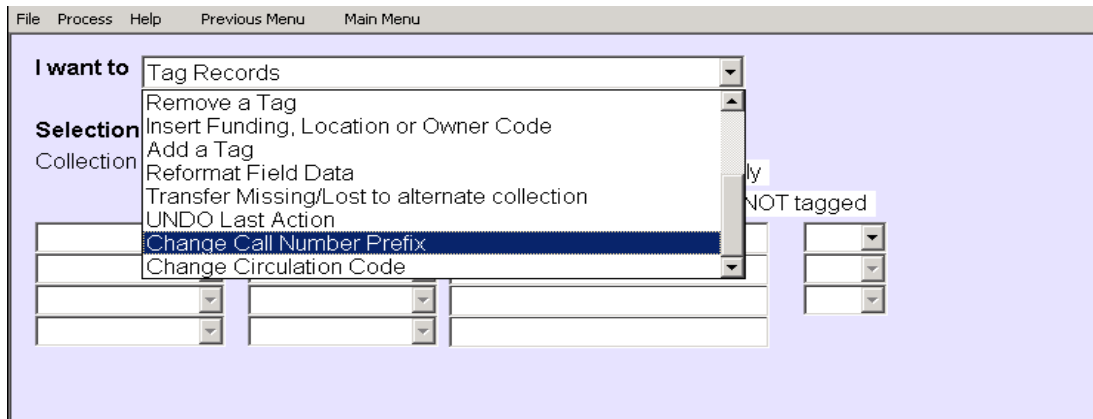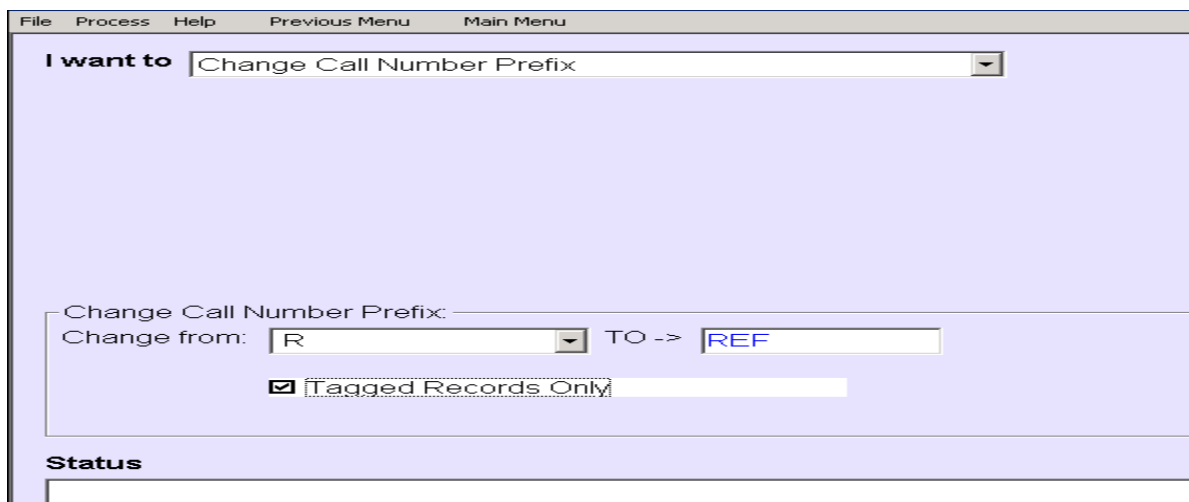When the items to be changed are listed; perform a Right button mouse click on the **GREEN STICK PIN** and select "Tag All in Set". This will tag all items listed that were found within this search. This example has 64 items.

Tagged records shown

3. Select Mass Update and move to step 4.

Exit Logon Help   Previous Menu   Main Menu   [This Product is Registered To:]

Catalog Menu

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4. Select Change Call Number Prefix

File Process Help   Previous Menu   Main Menu

I want to Tag Records

Remove a Tag
Insert Funding, Location or Owner Code
Selection Add a Tag
Collection Reformat Field Data
Transfer Missing/Lost to alternate collection
UNDO Last Action
Change Call Number Prefix
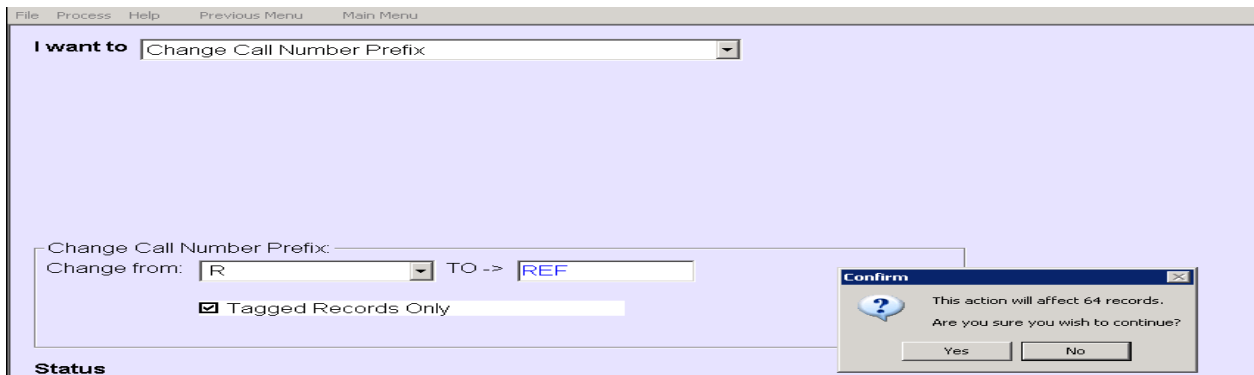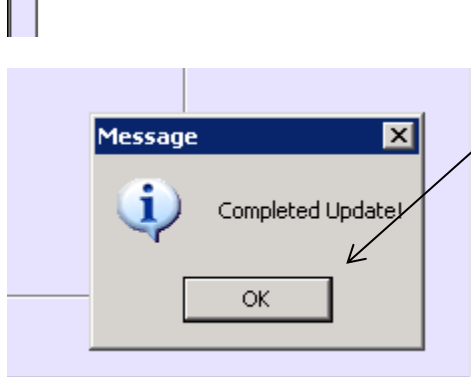Change Circulation Code

ly
NOT tagged

5. Setup to change a Call Number Prefix from to a new; this example is for changing Call Numbers beginning with only an R followed by a space (R ABC) to REF

File Process Help   Previous Menu   Main Menu

I want to Change Call Number Prefix

Change Call Number Prefix
Change from: R   TO -> REF
☑ Tagged Records Only

Status

5a. This example refers to tagged records that does not contain any Call Number and the Prefix REF is to be inserted into the Call Number field. This example can be used for different Prefix insertions like a whole word, example – Monograph.

6. Once the programs Process option is clicked upon and prior to making any change there will be an Action box that appears that confirms the number of records that will be changed, click "Yes" if you agree. (64 Items)

When the process has completed there will be a confirmation. Once this process has been completed **"Un-tag"** the records before moving on to another task.