

## **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.

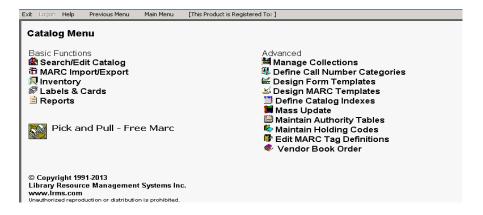
This document will provide the steps for doing both insertions.

## Main Menu/Back Office



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.





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

	I Search In: ALL Show Tagged records in ALL Only			
Find f	CALL NO E Starts with F			ENESIS
Sort	CALLNO     Authority Search Print Expand Rows for Image Views			
• ?	Right Click on RED words for possible correct spelling.			
Show Co	Vent Enichment Show last 5 kens entered in ALL Refresh Soarch			
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9320	Encyclopedia. ( Copies:1 Available:1 ) (Genesis Library System) (MAIN COLLECTION)		R 031 EEN	
11860	Scholastic children's encyclopedia. ( Copies:1 Available:1 ) (Genesis Library System) (MAIN COLLECTION)		R 031 SCH	
12672	Visual dictionary. ( Copies:1 Available:1 ) (Genesis Library System) (MAIN COLLECTION)		R 031 VIS	
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	Ouinness world records, 2007 / (Copies:1 Available:1 ) (Genesis Library System) (MAIN COLLECTION)		R 031.02 GUI	
9948	Ouinness world records, 2007 / (Copies:1 Available:1 ) (Genesis Library System) (MAIN COLLECTION)		R 031.02 GUI	
12971	The world almanac for kids, 2007 / (Copies:1 Available:1 ) (Genesis Library System) (MAIN COLLECTION)		R 031.02 WOR	
3125	The World almanac and book of facts, 1991 / (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)		R 051	

Action Cor	ntent Enrichment Help Previous Main	Menu	
	og Search	▼ Show Ta	gged red
Find		When the items to be changed are	
-	Total reco	listed; perform a Right button mouse	of 7 Unio
12979	The world's best thin books :what to Bodart, Joni Richards, ( Copies:1 Av	click on the GREEN STICK PIN and	10N0
9253	Dorling Kindersley children's illustra	select "Tag All in Set". This will tag all	
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11860	Scholastic children's encyclopedia. (Copies:1 Available:1) (Genesis Lii Visual dictionary.	this sourch. This example has 64	
12672	(Copies:1 Available:1 ) (Genesis Li	this search. This example has 64	
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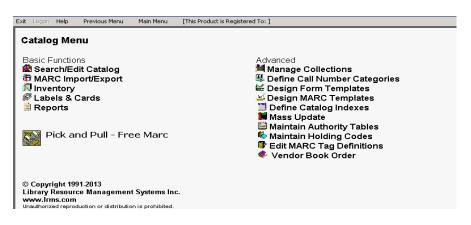
## Tagged records shown

ion Content Enrichment Help Previous Main Menu		
Catalog Search Collection: ALL Show Tagged records in ALL Only		
Find for CALL NO Starts with Fr Bort by CALLNO Authority Search Print Expand Rows for Image Views		
Right Click on RED words for possible correct spelling.           Provide for the source of t		
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3. Select Mass Update and move to step 4.



## 4. Select Change Call Number Prefix

File Process H	ielp Previous Menu Main Menu
1	
I want to	Tag Records
	Remove a Tag
Selection	Insert Funding, Location or Owner Code
Collection	Add a Tag
	The sector of th
	Transfer Missing/Lost to alternate collection
	Change Call Number Prefix
	Change Circulation Code

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

I want to Change Call Number Prefix	
Change Call Number Prefix:	
Change from: R TO -> REF	
☑ Tagged Records Only	
Status	

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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.

File Process Help Previous Menu Main Menu
I want to Change Call Number Prefix
Change Call Number Prefix
Change from: TO -> REF
☑ Tagged Records Only
Status

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)

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	This action will affect 64 records. Are you sure you wish to continue?
	Yes No
Status	
	When the process has completed
7	there will be a confirmation. Once
Message X	this process has been completed "Un-
r iessage	tag" the records before moving on to
Completed Update	another task.
—— ок	