



# Library Resource Management Systems, Inc.

## Inserting and Changing the Call Number Prefix

Often asked, 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**  
 Open Circulate menu, Manage Circulation Periods/limits & Fines, Setup Annual Circulation Calendar for open days and closure days.

**Borrower Management**  
 Add/Edit/Delete & Promote Groups, Import Patrons data daily or annually to update Groups.

**Catalog Management**  
 Add, Manage or Import cataloged records, create Multiple Collections Quickly add MARC records with Easy ISBN Cataloging & Pick & Pull Cataloging  
 Add Book Cover Images, add informational Hyper-links for OPAC viewing, Perform Physical Inventory of Holdings

**Reports Management**  
 Utilize existing or create custom graphical reporting for Circulation, Cataloging, Borrowers/Patrons, & Analysis Reporting

*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.

Logout Logon Previous Menu Main Menu [Your Favorite LRMS Library]

**Catalog Menu**

**Basic Functions**

-  Search/Edit Catalog
-  Import/Export
-  Easy ISBN Cataloging  
Instantly Search & Catalog MARC records Using LRMS and numerous Z39.50 data bases by ISBN number
-  Inventory
-  Labels & Cards
-  Pick and Pull  
Alternate MARC Record Search & Cataloging by Title, Author, Subject, Keyword & Number Limited Data Base Search

**Advanced Functions**

-  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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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:



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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

The screenshot shows the search results page with the following data:

Item ID	Title	Call Number	Reference
12979	The world's best thin books: what to read when your book report is due tomorrow / Bodart, Joni Richards. (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)	R 026.16 BOD	REFERENCE
9253	Dorling Kindersley children's illustrated encyclopedia. (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)	R 031 DOR	REFERENCE
9320	Encyclopedia. (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)	R 031 EEN	REFERENCE
11860	Scholastic children's encyclopedia. (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)	R 031 SCH	REFERENCE
12672	Visual dictionary. (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)	R 031 VIS	REFERENCE
11859	Scholastic book of lists / Buckley, James. (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)	R 031.02 BUC	REFERENCE
7681	Guinness world records, 2007 / (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)	R 031.02 GUB	REFERENCE
9948	Guinness world records, 2007 / (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)	R 031.02 GUB	REFERENCE
12971	The world almanac for kids, 2007 / (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)	R 031.02 WOR	REFERENCE
3125	The World almanac and book of facts, 1991 / (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)	R 051	REFERENCE

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

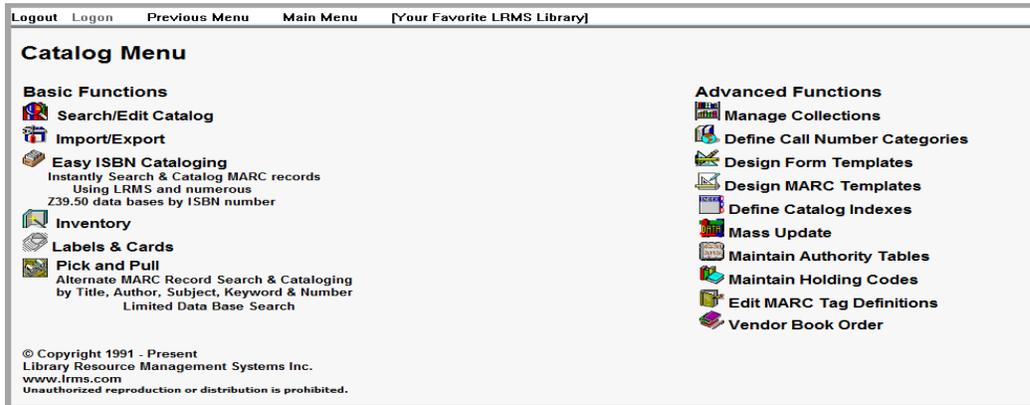
The screenshot shows the same search results as above, but with green stick pins next to the first six items, indicating they are tagged. The data is as follows:

Item ID	Title	Call Number	Reference
12979	The world's best thin books: what to read when your book report is due tomorrow / Bodart, Joni Richards. (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)	R 026.16 BOD	REFERENCE
9253	Dorling Kindersley children's illustrated encyclopedia. (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)	R 031 DOR	REFERENCE
9320	Encyclopedia. (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)	R 031 EEN	REFERENCE
11860	Scholastic children's encyclopedia. (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)	R 031 SCH	REFERENCE
12672	Visual dictionary. (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)	R 031 VIS	REFERENCE
11859	Scholastic book of lists / Buckley, James. (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)	R 031.02 BUC	REFERENCE
7681	Guinness world records, 2007 / (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)	R 031.02 GUB	REFERENCE
9948	Guinness world records, 2007 / (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)	R 031.02 GUB	REFERENCE
12971	The world almanac for kids, 2007 / (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)	R 031.02 WOR	REFERENCE
3125	The World almanac and book of facts, 1991 / (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)	R 051	REFERENCE

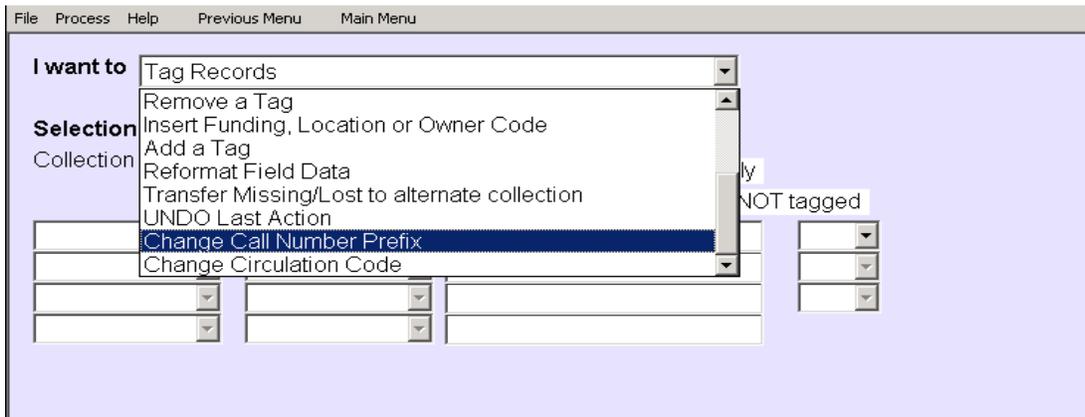


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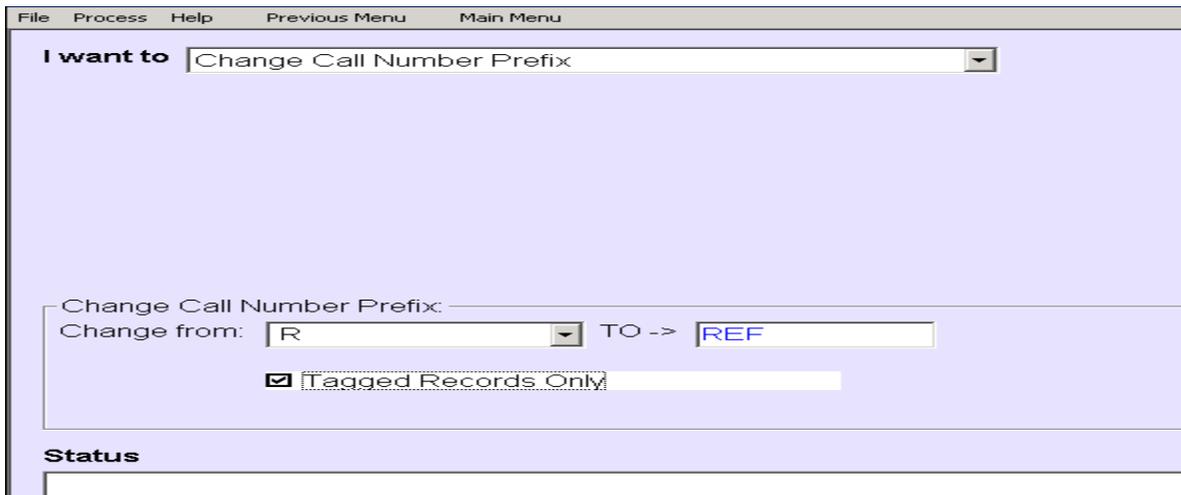
3. Select Mass Update and move to step 4.



4. Select Change Call Number Prefix



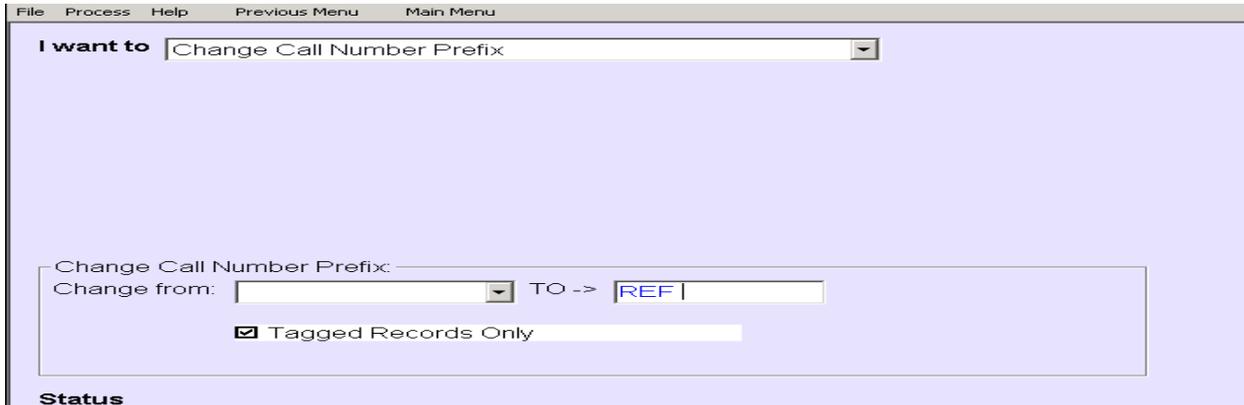
5. Setup to change a Call Number Prefix from to a new; this example is for changing Call Numbers beginning with one an R followed by a space (R ABC) to REF



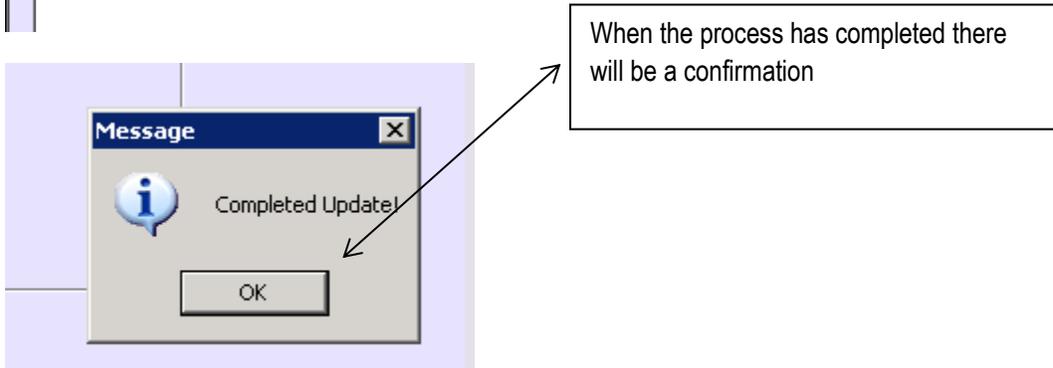
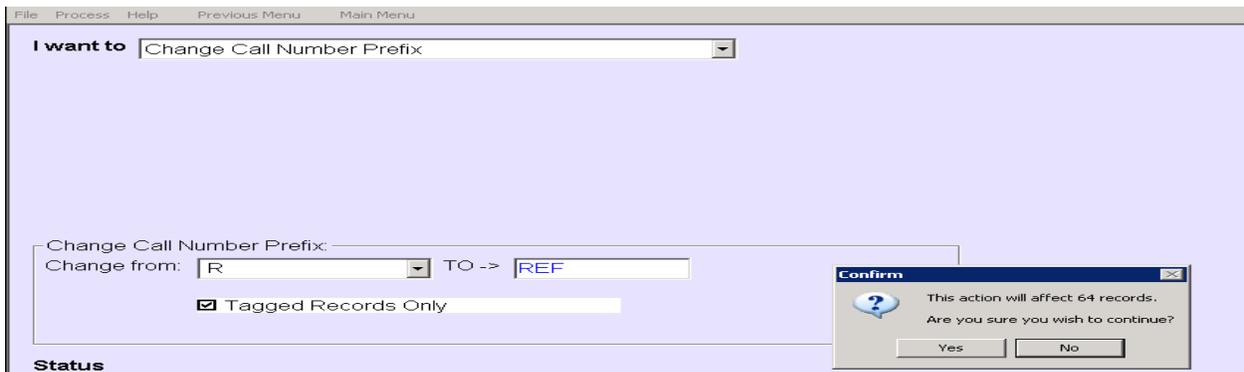


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5a. This example refers to tagged records that does not contain any Call Number and the Prefix REF is to be inserted into the Call Number field. This example can be used for different Prefix insertions like a whole word, example – Monograph.



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)





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File Process Help Previous Menu Main Menu

I want to

Change Call Number Prefix: \_\_\_\_\_

Change from:  TO ->

Tagged Records Only

Message

Completed Update!

OK

**Status**

Completed Update



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File Process Help Previous Menu Main Menu

I want to

Change Call Number Prefix:  TO ->

Tagged Records Only

**Status**  
Completed Update

Message

Completed Update!

OK

Action Content Enrichment Help Previous Main Menu

Catalog Search

Collection:   Show Tagged records in ALL Only

Find for:  Starts with:  Authority Search Print Expand Rows for Image Views

Sort by:  Right Click on RED words for possible correct spelling

Total records in result set is 64. Displaying page 1 of 7

Show Content Enrichment Show last 5 items entered in ALL Union Search Refresh Search

3125	The World almanac and book of facts, 1991 / (Copies: 1 Available: 1) (Genesis Library System) (MAIN COLLECTION)	REF 051	REFERENCE
3126	The World almanac and book of facts, 1991 / (Copies: 1 Available: 1) (Genesis Library System) (MAIN COLLECTION)	REF 051	REFERENCE
3257	Keeping safe / Bampton, Bob. (Copies: 1 Available: 1) (Genesis Library System) (MAIN COLLECTION)	REF MOR	REFERENCE
4693	Picture Dictionary Anne McKie (Copies: 1 Available: 1) (Genesis Library System) (MAIN COLLECTION)	REF MCK	REFERENCE
4694	Picture Encyclopedia Anne McKie (Copies: 1 Available: 1) (Genesis Library System) (MAIN COLLECTION)	REF MCK	REFERENCE
4695	500 Questions and Answers Anne McKie (Copies: 1 Available: 1) (Genesis Library System) (MAIN COLLECTION)	REF MCK	REFERENCE
4696	Over 500 Fantastic Facts Anne McKie (Copies: 1 Available: 1) (Genesis Library System) (MAIN COLLECTION)	REF MCK	REFERENCE
4697	Animal Homes Morris, Joshua (Copies: 1 Available: 1) (Genesis Library System) (MAIN COLLECTION)	REF MOR	REFERENCE
4886	Baseball an illustrated History / Ward, Geoffrey And Ken Burns (Copies: 1 Available: 1) (Genesis Library System) (MAIN COLLECTION)	REF 796.357WAR	REFERENCE
5135	Best of the west! O'Neal, Bill (Copies: 1 Available: 0) (Genesis Library System) (MAIN COLLECTION)	REF 978 ONE	REFERENCE



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Action Content Enrichment Help Previous Main Menu

Catalog Search

Collection: ALL  Show Tagged records in ALL Only

Find for: TITLE SEARCH Starts with: [ ]

Sort by: TITLE Authority Search Print Expand Rows for Image Views

Total records in result set is 2. Displaying page 1 of 1

Show Content Enrichment Show last 5 items entered in ALL Union Search Refresh Search

500 Questions and Answers  
4592 Anne Moxie (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)

100 masterpieces of art/  
7882 Vazby, Marina (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)

MOX PAINTING

Action Content Enrichment Help Previous Main Menu

Catalog Search

Collection: ALL  Show Tagged records in ALL Only

Find for: CALL NO Starts with: [ ]

Sort by: CALLNO Authority Search Print Expand Rows for Image Views

Total records in result set is 64. Displaying page 1 of 7

Show Content Enrichment Show last 5 items entered in ALL Union Search Refresh Search

2979	The world's best thin books : what to read when your book report is due tomorrow / Rodart, Jan Richards. (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)		R 020.16 BOO	REFERENCE
9253	Dorling Kindersley children's illustrated encyclopedia (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)		R 031 DOR	REFERENCE
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12672	Visual dictionary (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)		R 031 VIS	REFERENCE
11859	Scholastic book of facts / Buckley, James. (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)		R 031.02 BUC	REFERENCE
7681	Guinness world records, 2007 (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)		R 031.02 GUI	REFERENCE
9948	Guinness world records, 2007 (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)		R 031.02 GUI	REFERENCE
12971	The world almanac for kids, 2007 (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)		R 031.02 WOR	REFERENCE
3125	The World almanac and book of facts, 1991 (Copies:1 Available:1) (Genesis Library System) (MAIN COLLECTION)		R 051	REFERENCE