

Mass Update

Use Tagging & Mass Update to Change Collection Records or Holdings.

What is tagging and why use it?

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- Tagging within the library program is probably one of its strongest features, use tagging when there are many Books or other collection item records that require modification for the same purpose of Adding or Changing specific information contained within a Record or Holdings.
- Once records are tagged within a collection the user can select the "Mass Update" options from within the Catalog Management/Catalog Menu.

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"Mass Update":



Support: 877-700-5767 or e-mail: support@lrms.com



Changing records by Tagging collection records:

I want to: (Options)

I want to	Tag Records	-							
	Tag Records	^							
Selection	UnTag Records								
Selection	Change a Tag								
Collection	Untag Barcodes								
	Holdings Delete Tagged with W status								
	Holdings Delete Tagged with Selected Status								
	Change Field Contents								
	Change Copy Status								
	Delete Entire Record								
	Remove a Tag								
	Insert Funding, Location or Owner Code	^							
	Insert Cost For Tagged Titles								
	Add a Tag	ľ							
	Reformat Field Data								
	UNDO Last Action								
	Change Call Number Prefix								
	Insert Call Number Prefix								
	Change Circulation Code	~							

- Tag Records:
 - \circ Tag only records that are tagged and optionally tag each Barcode within Holdings.
- Untag Records:
 - Untag only records that are tagged and optionally Untag each Barcode within Holdings.
- Change a Tag:
 - This option allows for the complete substitution by specifying a Tag & Subfield to change to a "New" Tag & Subfield within the tagged MARC Record (example; 650a to 655a).
- Untag Barcodes:
 - Remove any tags that have been added to individual barcode within the Holdings.
- Holdings Delete Tagged with "W" Status code:
 - Specifically remove Individual item holdings marked with a "W" (withdrawn) Status code.
- Holdings Delete Tagged with "Selected" Status code:
 - Holdings Delete by Selected Status Codes of B -Bindery, D Damaged, I Inter Library Loan, L – Lost, M – Missing, P – Paid, W – Withdrawn, or by all of the codes listed.
 Optionally also delete MARC records without any Holdings.



- Change Field Contents:
 - This option allows for the complete substitution by specifying a Tag & Subfield and a specific current description and replacing that description to the newly entered description to the tagged MARC Record (example; 650a – England to Great Britain).
- Change Copy Status:
 - This option allows for the complete removal of a current Status code and replacing the tagged MARC Record Holding with a New Status Code (example; M to L).
- Delete an Entire Record:
 - This option allows for the complete removal of tagged Titles/MARC records and Holdings from the collection.
- Remove a Tag:
 - This option allows for the removal of MARC Tag & Subfield from any tagged records.
- Insert Funding, Location or Owner Codes:
 - This option allows for the replacement or addition of these codes to all tagged records.
- Insert Cost for Tagged Titles:
 - Add Item Cost to Tagged Only Records cost field; will overwrite and insert provided cost within Holdings.
- Add a Tag (with Content Description):
 - Globally insert a Tag & Subfield plus content description to any Tagged MARC Record (example; insert a 655a – with the description of Wild West).
- Reformat Field Data:
 - o Globally change Call Number 852h to Display Call Numbers in Uppercase Letters.
- UNDO Last Action:
 - \circ $\;$ This option is intended to reverse an action taken in error.
- Change a Call Number Prefix:
 - Globally Change a Call Number Prefix "From To" (example; F to FIC to create consistent Call Number Prefix's)
- Insert Call Number Prefix:
 - Only Applies to Tagged records only, tagged records must contain an existing 852h Tag and Subfield.
- Change a Circulation Code:
 - Globally Change a Circulation Code "From To" (example; 0 to 03 to set as a Reference Item having no circulation.



Example for adding a Cost to 5 records:

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5 - Tagged Records							
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Also Tag Individual Holdings This action will insert 11.95 into the Cost field within the Holdings of the S - Tagged records. Print Results Confirm							
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