



# Library Resource Management Systems, Inc.

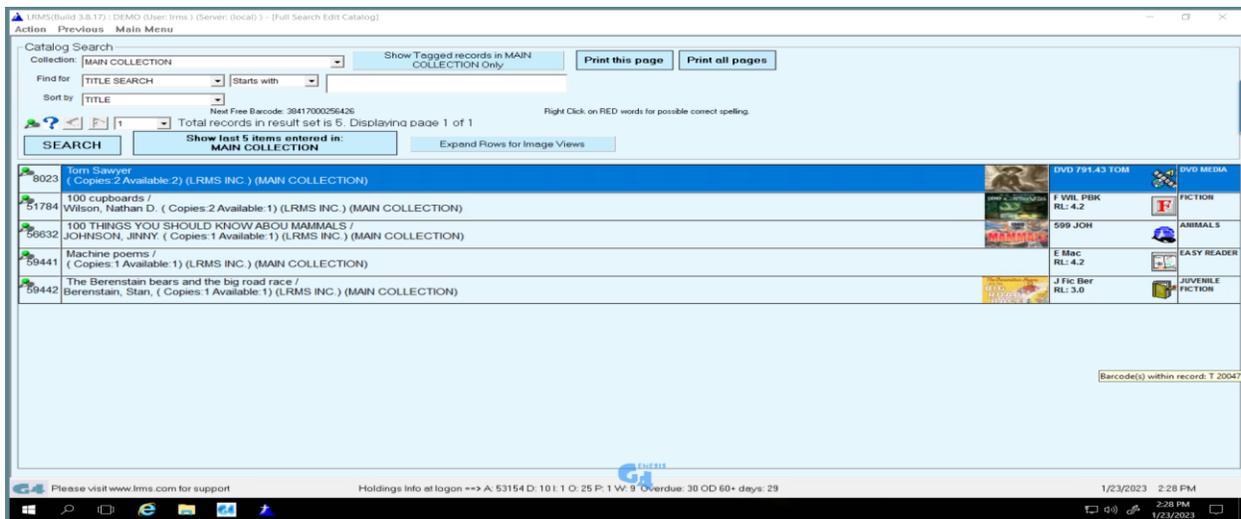
## DATA Mass Update

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

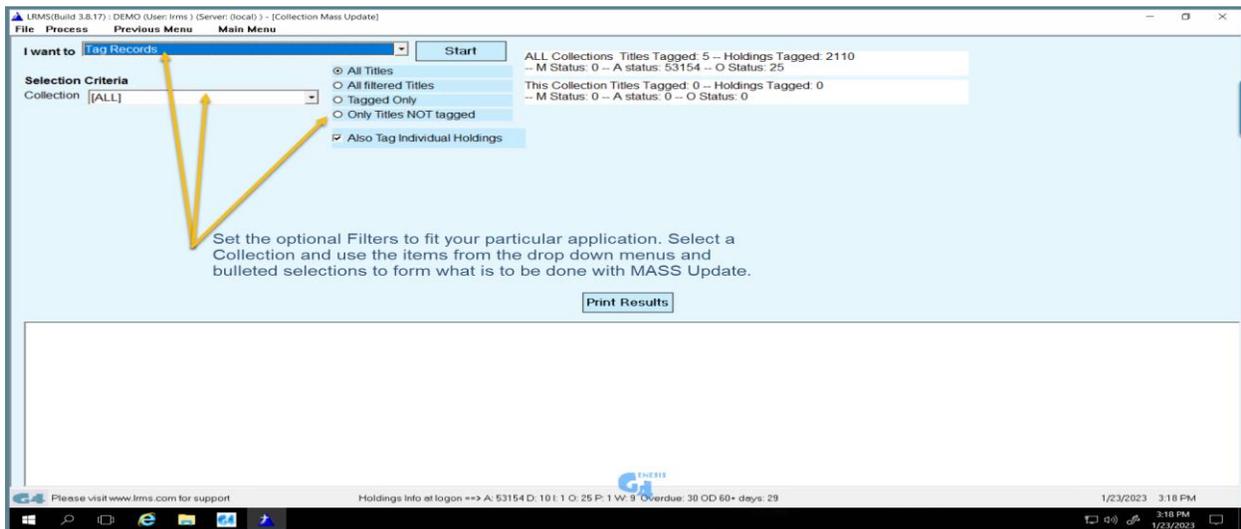
What is tagging and why use it?

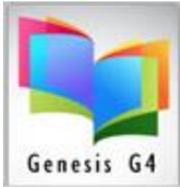


- Tagging within the library program is probably one of its strongest features, use tagging when there are many Books or other collection item records that require modification for the same purpose of Adding or Changing specific information contained within a Record or Holdings.
- Once records are tagged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



## “Mass Update”:

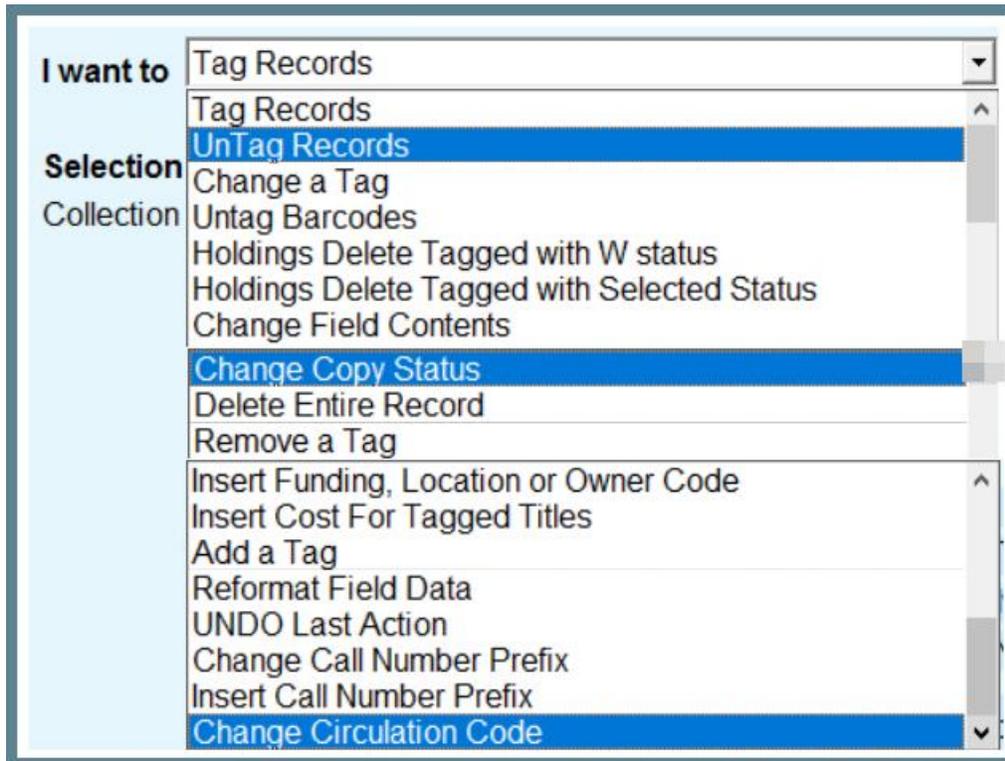




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Changing records by Tagging collection records:

I want to: (Options)



- **Tag Records:**
  - 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  - Specifically remove Individual item holdings marked with a “W” (withdrawn) Status code.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.



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- **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:**
  - Globally change - Call Number 852h to Display Call Numbers in Uppercase Letters.
- **UNDO Last Action:**
  - **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.



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## Example for adding a Cost to 5 records:

The screenshot shows the LRMS search results page. The search criteria are: Collection: MAIN COLLECTION, Find for: TITLE SEARCH, Sort by: TITLE. The results table lists 5 records, each with a green tag icon. A yellow arrow points to the text "5 - Tagged Records" below the table.

Record ID	Title	Availability	Media Type	Category
8023	Tom Sawyer	(Copies: 2 Available: 2)	DVD 791.43 TOM	DVD MEDIA
51784	100 cupboards / Wilson, Nathan D.	(Copies: 2 Available: 1)	F VWL PBK RL: 4.2	FICTION
50632	100 THINGS YOU SHOULD KNOW ABOUT MAMMALS / JOHNSON, JINNY	(Copies: 1 Available: 1)	599 JOH	ANIMALS
59441	Machine poems / (Copies: 1 Available: 1)	(Copies: 1 Available: 1)	E Mac RL: 4.2	EASY READER
59442	The Berenstain bears and the big road race / Berenstain, Stan	(Copies: 1 Available: 1)	J Fic Ber RL: 3.0	JUVENILE FICTION

The screenshot shows the "Collection Mass Update" screen. The "I want to" dropdown is set to "Insert Cost For Tagged Titles". The "Main Collection" dropdown is selected, and the "Tagged Only" radio button is chosen. The "Cost to be Inserted" field contains "11.95". A yellow arrow points from the text "This action will insert 11.95 into the Cost field within the Holdings of the 5 - Tagged records." to the "Cost to be Inserted" field. A "Confirm" dialog box is open, asking "This action will affect 5 MARC records. Are you sure you wish to continue?" with "Yes" and "No" buttons.

ALL Collections: Titles Tagged: 5 -- Holdings Tagged: 2110  
-- M Status: 0 -- A status: 53154 -- O Status: 25  
This Collection: Titles Tagged: 5 -- Holdings Tagged: 44  
-- M Status: 0 -- A status: 48550 -- O Status: 0



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## Start this Process:

I want to  **Start**

ALL Collections Titles Tagged: 5 -- Holdings Tagged: 2110  
 -- M Status: 0 -- A status: 53154 -- O Status: 25

This Collection Titles Tagged: 5 -- Holdings Tagged: 44  
 -- M Status: 0 -- A status: 48550 -- O Status: 0

Insert Cost for Tagged Titles  
 Cost to be Inserted:   
 Applies to Tagged Records only  
 Will overwrite and insert this cost into all holdings for tagged records

Message  
 Completed Update!  
 OK

Updating Control #8023  
 Updating Control #51784  
 Updating Control #56632  
 Updating Control #59441  
 Updating Control #59442  
 Completed Update

**All 5 records Holding updated properly.**

## Process has completed:

Collection: MAIN COLLECTION

Barcode	Status	Borrower ID	Borrower Name	Group	Due Date	Owner Code	Serial No	Tag Barcode
38417000256425	A		N/A			LRMS		Tagged
216005224	A		N/A			LRMS		Tagged

Cost:

**Both Copies have been Updated to the new cost.**