

Replacing Barcodes and Changing Call Numbers

Replacing barcodes

1. Scan the item barcode in 'Item Status'
2. Click on the title to select it
3. Right-click and then click on *Replace Barcode* from the drop-down menu
4. Scan the new item barcode

Changing a call number – if you know the item barcode

1. Scan the item barcode in 'Item Status'
2. Click on the title to select it
3. Right-click and then click *Edit Items/Volumes per Bib*
4. Replace the call number with your new number
5. Click *Save & Exit*
6. Change your spine label if necessary

Changing a call number – if you're searching by title

1. Search the catalogue for your item
2. Click on the correct title in the search results to open the bib record
3. Click on *Edit* beside your library's copy
4. Replace the call number with your new number as in the diagram above
5. Click *Save & Exit*
6. Change your spine label if necessary