# Editing copy records

Edit the copy record to change the shelving location, circ modifier, circ library, price, copy alert or copy note.

# **Editing Holdings**

In Evergreen, the call number is kept in a separate record, called volume or call number record. (These two terms are used interchangeably in this document.) Items under the same title with the same call number share the same call number record. Copy records and volume records can be edited at several places.

#### **Editing Volume and Copy on Item Status**

1. Go to Circulation  $\rightarrow$  Item Status

Circulation -	Cataloging <del>-</del>	Α				
🛓 Check Out						
簅 Check In		1				
🖈 Capture Ho	olds	1				
📕 Pull List for	Pull List for Hold Requests					
${\cal G}$ Renew Iter	ns	1				
👤 Register Pa	atron	1				
Retrieve Last Patron						
C Pending Patrons						
User Bucke	ets					
<ul> <li>Verify Cred</li> </ul>	lentials					
🖍 Record In-I	House Use	1				
📕 Holds Shel	f					
III Replace Ba	arcode					
🚄 Item Status	s (m)					
Scan Item	as Missing Pieces					

 Scan or enter the barcode to retrieve the item. Select the item on the list. Click Actions dropdown list. Scroll down to Edit, then select Volumes, Items or Volumes and Items. In this example, we choose Items.

Scan Item						
	Submit OR (	Choose File No file chosen				Detail View
Item Status			H + )	Actions -	Rows 25 -	Page 1 🗸 👻
#   Image: A left Message     1   Image: A left Message		all Nu Volumes and Items			d out f	Title rog and toad 🕑
		Volumes Items		۲m		Print
		Volumes and Items		Ŭ		

3. The Copy editor opens in a new tab. Make the changes, then **Save & Exit** to close the tab.

Use the **Hide Volume/Copy Details** and **Hide Copy Attributes** buttons to choose to display volume or copy only, or both volume and copy at the same time.

Edit Copy Templates Defaults			
Show Volume/Copy Details Hide Copy Attributes			
Working Copies Completed Copies			
Store Selected Save & Exit	Template - Apply		Clear
Barcode Created Activate(CN Prefi)Call NumCN Suffi) BFSJ 2010 E LOB	Circulate?	Status	Copy Alert
	● Yes ○ No	Available •	Alert message
	Circulation Library	Reference?	Statistical Categories
	BFSJ ▼	O Yes   No	Filter by Library
	Shelving Location	OPAC Visible? • Yes No	Fort St John Public Library :
	•		<none> •</none>
	Circulation Modifer	Price	
	book	13.99	

#### Editing Copy on OPAC View

You can access the copy editor in the catalogue on record details in the OPAC view.

1. Click Edit beside the item barcode that you want to edit. The copy editor opens in a new tab.

Recent searches + Frog and Toad [sound recording].							
- 🎲 CD music							
Available copies		Current holds					
<ul> <li>0 of 1 copy available at Sitka.</li> <li>0 of 0 copies available at Post-Secondary Libraries.</li> <li>0 of 0 copies available at Northern Lights College.</li> <li>0 of 0 copies available at Fort St. John Campus.</li> </ul>							
Location	Call Number / Copy Notes	Barcode	Shelving Location	Circulation Modifier	Age Hold Protection		
Nakusp Public Library	JF AUDIO LOB ( <u>Text</u> )	35160000482753 <u>view</u>   <u>edit</u>	Juvenile Audio	book	None		

#### **Editing Volume and Copy on Holdings View**

You can edit volumes and copies in the record's Holdings View.

1. Select the item you want to edit, click **Actions** dropdown list. Scroll down to **Edit**. Click **Volumes**, **Copies** or **Volumes and Copies**.

O	PAC	View MARC Edit	MARC View Vie	ew Holds Mono	ograph Parts	Holdings View	Conjoined Items			
Sh	ow h	oldings at or below E	BFSJ 🕶							
	Sh	iow empty volumes 🗹	Show copy detai	il 🗹 Show vol	ume detail 🗹			•	₩	Actions -
#	Image: A start of the start	BC Interlibra	Owning Library ary Connect Fort St Jo	ohn Public Library		Number	Edit Volumes Copies Volumes and Copies Replace Barcodes Delete Empty Volumes Copies	ţ		

## **Copy Editor**

Location (1)

- Shelving location choose from the drop-down menu
- Circulation Library may change this if lending item to another school

### Circulation (2)

- Circulate Yes (unless it is a non-circulating reference item)
- Holdable Yes

- Age-based Hold Protection and Floating leave < Unset>
- Loan Duration leave Normal
- Fine Level leave Normal
- Circulate as Type choose from drop-down menu
- Circulation Modifier choose from drop-down menu
  - Important: Circ modifier determines the circulation policy (*ie when the item will be due*)

#### Miscellaneous (3)

- Alert Message enter text here for alerts that will appear each time you check an item in or out (*ie Check kit for all pieces or Contains 3 DVD's*)
- Deposit leave as No
- Deposit Amount leave at \$0.00
- Price enter the item price here. If your school includes a processing fee add it to the price entered here
- OPAC Visible change to 'No' if you don't want patrons to see the item in the OPAC (*ie textbooks*)
- Reference -leave 'No'; most schools have a circulation policy for Reference materials that is based on the Shelving Location, not this Reference flag in the copy editor
- Quality choose 'Good' or 'Mediocre' if desired

#### **Copy Notes**

Information that is specific to this exact copy. Examples: Stain, signed copy, serial number, donation.

- 1. Click the Copy Notes button in the bottom right corner and then click Add New Note
- 2. Click in the 'Public' checkbox if you want the note to be visible in the OPAC
- 3. Fill in title, note and initials fields and click Add Note