

Editing copy records

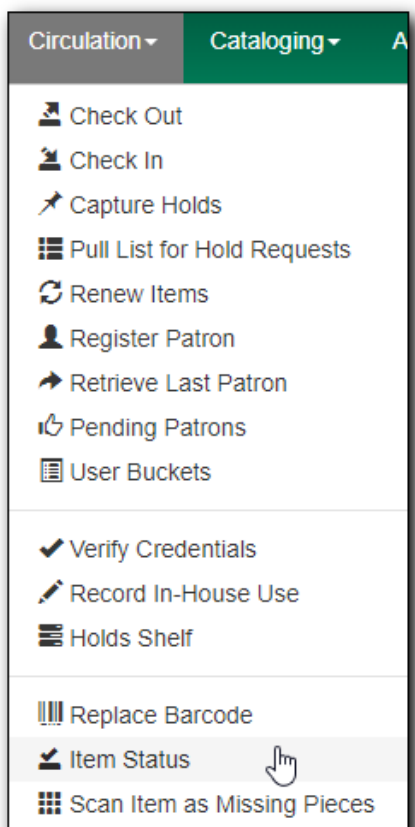
Edit the copy record to change the shelving location, circ modifier, circ library, price, copy alert or copy note.

Editing Holdings

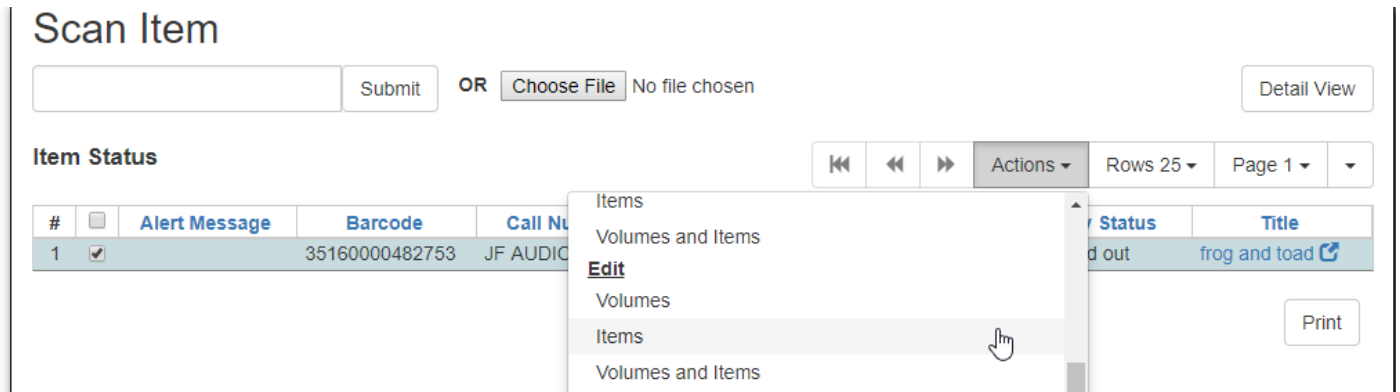
In Evergreen, the call number is kept in a separate record, called volume or call number record. (These two terms are used interchangeably in this document.) Items under the same title with the same call number share the same call number record. Copy records and volume records can be edited at several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

Editing Volume and Copy on Item Status

1. Go to **Circulation** → **Item Status**

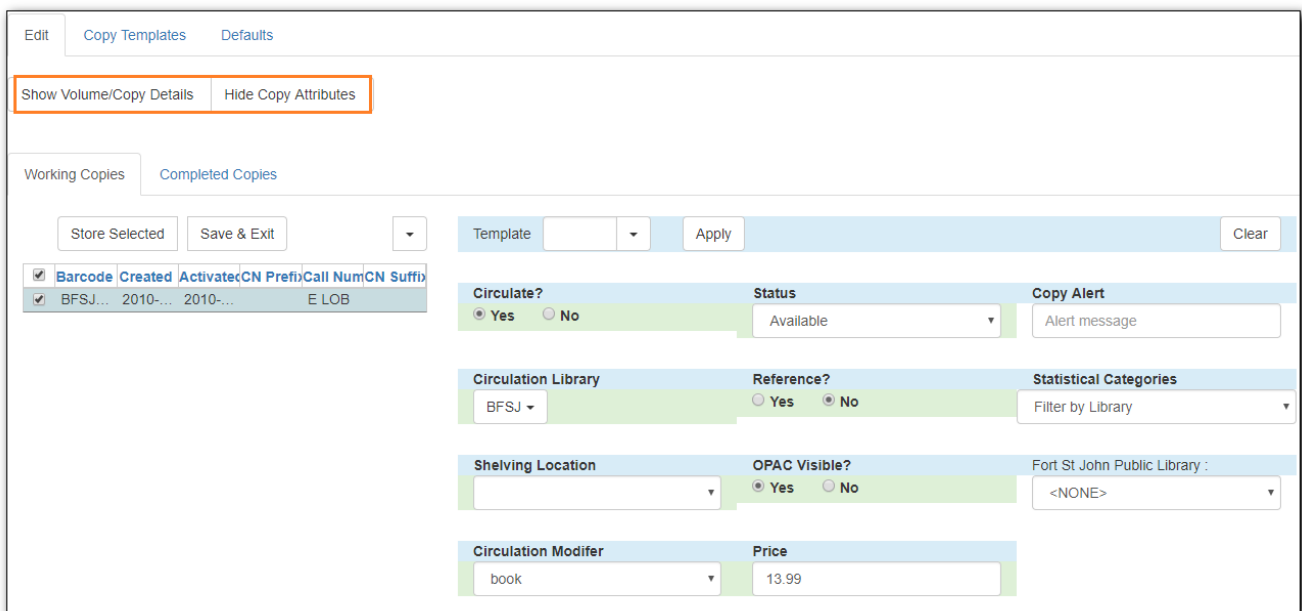


- Scan or enter the barcode to retrieve the item. Select the item on the list. Click **Actions** dropdown list. Scroll down to **Edit**, then select **Volumes, Items** or **Volumes and Items**. In this example, we choose **Items**.



- 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.



Editing Copy on OPAC View

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

- 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].
[Lobel, Arnold](#). (Author).

CD music

Available copies

- 0 of 1 copy available at Sitka.
- 0 of 0 copies available at Post-Secondary Libraries.
- 0 of 0 copies available at Northern Lights College.
- 0 of 0 copies available at Fort St. John Campus.

Current holds

0 current holds with 0 total copies.

Location	Call Number / Copy Notes	Barcode	Shelving Location	Circulation Modifier	Age Hold Protection
Nakusp Public Library	JF AUDIO LOB (Text)	35160000482753 view edit	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**.

OPAC View MARC Edit MARC View View Holds Monograph Parts Holdings View Conjoined Items

Show holdings at or below: BFSJ ▾

Show empty volumes Show copy detail Show volume detail

⏪ ⏴ ⏵ ⏩ Actions ▾

#		Owning Library	Call Number	
1	<input checked="" type="checkbox"/>	BC Interlibrary Connect ... Fort St John Public Library	j 591.756 KAL	JU

Edit

- Volumes
- Copies
- Volumes and Copies
- Replace Barcodes
- Delete**
- Empty Volumes
- Copies

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*