(Shelving) Copy Locations Editor

Creating new shelving (copy) locations and editing existing locations

To open the Copy Locations Editor, click on Administration > Local Administration > Copy Locations Editor

Creating new copy locations
1. Enter the name for your new shelving location
2. Click in the Yes or No radio button for the right setting
   a. OPAC visible (can be seen in the online catalogue) – ‘Yes’ for almost all items
   b. Hold verify (generate a hold prompt when checked in) – ‘No’
   c. Checkin Alert (generate a prompt to route the item to the location) – ‘No’
   d. Label prefix – generally not used
   e. Holdable (holds can be placed on items) – ‘Yes’
   f. Circulate – ‘Yes’ (unless non-circulating reference)
   g. Owning Library – Choose correct library from the drop-down menu
   h. Label suffix – generally not used
3. Click ‘Create a new copy location’ button

Editing and deleting copy locations
1. Choose your library in the ‘Focus Location’ drop-down menu
2. Click on ‘Edit’ for the location you’d like to make changes to
3. Make any necessary changes, including the name, and then click ‘Submit’
   OR Click on ‘Delete’ for the shelving location you would like to remove
   a. You will not be able to delete a location if there are still items which use this location