Changing Call Number Prefixes for Several Copies

If you have several call number prefixes that you would like to change at one time there is a simple way to accomplish this. (One example may be changing several books to TR because you are moving them to your Teacher Resource section, or changing the call number to CH for a chapter section.)

1. Click on the **Catalog** tab.
2. Click on **Update Copies**.
3. Click the **Batch Update** tab.
4. Under update the following Library information.... Select **Change Call Number Prefix to**. Then type in the call number you would like to change them to.

5. In the Update all Copies in: field you will select either **Barcode List** or **List**. If you select barcode list you will simply scan each of the barcodes that need to be changed. See separate instructions for the List selection.

6. Click **Update**. You may now print the spine labels for the items that have been changed.