

# 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.

Individual Delete Batch Delete Individual Update **Batch Update** Global Update Receive

Update the following Library information...

Change Call Number Prefix to :

- Select a copy field -

- Select a copy field -

Update all copies in: Barcode List

Create a barcode list  Add

-- Barcodes --

Remove

OR...

Select a barcode file  No file chosen

This process cannot be reversed. Before proceeding, you should have a current backup of your database. Your last SQL backup was on 12/8/2013 6:16 PM server time.

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.