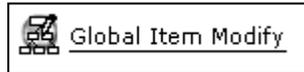


Global Item Modify

The Global Item Modify wizard allows the cataloger to select items, and globally apply changes to all item IDs that are scanned.

1. **Click** on Cataloging Wizard group.
2. **Click** on Global Item Modify.



Global Item Modify screen displays.

3. Under Item Values to Modify, make any needed changes to the item value fields. **Select** a new policy value from the drop-down list. To reset the item values, click Reset.

Global Item Modify

Item ID: 32614135011351

Item Values to Modify

Item group: »Will not be modified Shelf location: DISCARD Material type: »Will not be modified

Funding source: »Will not be modified Item library: »Will not be modified Shadowed: »Will not be modified

Permanent: »Will not be modified Circulate: »Will not be modified Price: »Will not be modified

Title	Author	Call number	Copy
First dog	Lewis, J. Patrick.	E LEW	1

Item type: EASY
Shelf location: AVAILABLE Modified to: DISCARD
Material type: BOOK
Funding source: »Will not be modified
Item library: »Will not be modified
Shadowed: N
Permanent: Yes
Circulate: Yes
Price: \$15.95

4. In the Item ID box, **scan or type** each item's ID that you wish to modify. Use the Modify Selected Items helper to search by title.
5. The call number, copy, and item ID of the items edited will appear in the window. Change takes place immediately
6. **Continue** scanning items to change or select:
 - a. Reset – Reverts Item Values to default.
 - b. Clear – Removes the item information.
 - c. Close – Exits Global Item Modification.



How to Discard / Remove Items

To Discard items, **click** on Cataloging Wizard group >> **click** on Global Item Modify.

Under *Item Values to Modify*:

1. **Change** the shelf location to DISCARD.
2. **Change** Item Library to your library.
Ex: PEMS

3. In the Item ID box, **scan** or type each item's ID that you want to modify. Use the Modify Selected Items helper to search by title.

The call number, copy, and item ID of the items edited will appear in the window.
Change takes place immediately!

4. **Continue** scanning in items to change.... or select:
 - d. Reset – Reverts Item Values to default.
 - e. Clear – Removes the item information.
 - f. Close – Exits Global Item Modification.

Title	Author	Call number	Copy	Item ID
Death be not proud	Gunther, John	B GUN	1	30740000702741
Hatchet	Paulsen, Gary...	FIC PAU	1	30740000775242

5. **Click** Close when finished.

NOTE: Once an item's status is changed to DISCARD, it is shadowed in in the online catalog.

6. **Notify** your ITC (formerly DASite) when you want the items deleted from your database. They will delete them for you and give you a report listing all the items that were deleted.

How to Create/Correct new Library Call Number

Title exists in the database. There are 4 libraries in the district.

Library A has a Call Number with one item under it.

Library B has a Call Number with two items under it –both belong to Library B.

Library C has a Call Number with two items under it, however one belongs to Library D.

*Need to **move one of the items** from Library C to **Library D** (was incorrectly cataloged to wrong Library Call Number).*

The screenshot shows the 'Global Item Modify' window for the item 'Cat and dog / Minarik, Else Holmelund.'. The 'Call number information' section shows 'Call number: E MIN', 'Call library: LMLB', and 'Shelving key: E MIN MIN CAT'. The 'Item information' section shows 'Item ID: 32620300025977', 'Type: EASY', 'Shelf location: AVAILABLE', 'Material type: BOOK', 'Media desk: ', 'Total checkouts: 0', 'Copy number: 2', 'Item library: LMLB', 'Current status: AVAILABLE', 'Funding source: ', 'Number of pieces: 1', 'Price: \$5.00', and checkboxes for 'Permanent' and 'Circulate'. The left sidebar shows a tree view of call numbers under 'Cat and dog - Minarik, Else Holmelund.', with 'E MIN - LMLB' selected and circled.

Click on Cataloging Wizard group >> **click** on Global Item Modify.

Under *Item Values to Modify*:

1. **Select** the correct Item Library
 - a. LMIN

The screenshot shows the 'Global Item Modify' window with the 'Item Values to Modify' section expanded. A yellow circle with the number '1' is placed over the 'Item library' dropdown menu. The dropdown list is open, showing various library codes: DISTRICT, LMEC, LMFM, LMHE, LMHS, LMIN, and LMLB. The 'LMIN' option is circled in red.

- In the Item ID box, **scan** or type the item's ID that you want to modify. **Click** Modify button.

Global Item Modify

Item ID: 32620300025977

Item Values to Modify

Item group: »Will not be modified Shelf location: »Will not be modified

Funding source: »Will not be modified Item library: LMIN

Permanent: »Will not be modified Circulate: »Will not be modified

Modify Reset Clear Close

Title	Author	Call number	Copy	Item ID
cat and dog	Minarik, Else Holmelund.	E MIN	1	32620300025977

Item type: EASY
Shelf location: AVAILABLE
Material type: BOOK
Funding source:
Item library: LMLB Modified to: LMIN
Shadowed: N
Permanent: Yes
Circulate: Yes
Price: \$5.00

The call number, copy, and item ID of the item edited will appear in the window. **Change takes place immediately!**

- Click** Close when finished.
- If needed, **Select** Call Number/Item Maint wizard to edit call number prefix.

Cat and dog / Minarik, Else Holmelund.

Control Bibliographic Call Number/Item Bound-with

Cat and dog - Minarik, Else Holmelund.

- E MIN - LMFM
 - 32620065291624 - 1 - EASY - AVAILABLE
- E MIN - LMHE
 - 32620040083021 - 1 - EASY - AVAILABLE
 - 32620070072076 - 2 - EASY - AVAILABLE
- E MIN - LMIN
 - 32620300025977 - EASY - AVAILABLE
- E MIN - LMLB
 - 32620035065868 - 1 - EASY - AVAILABLE

Call number information

Call number: E MIN

Call library: LMIN

Shadow call number

Item information

Item ID: 32620300025977

Type: EASY

Shelf location: AVAILABLE

Material type: BOOK