

Transfer Titles, Call Numbers, or Items

The Transfer Titles, Call Numbers, or Items wizard is used to transfer one object to another object already in the database.

This wizard performs the following functions:

- Transfer an item to an existing call number on the same record or on a different record. •
- Transfer a call number and all of its associated items to a different existing record. •
- Transfer all call numbers/items from one existing record to a different existing record.

Note: Items in transit or on reserve cannot be transferred.

Transferring an item or call number to a different record

Records

escription Call Number/Item KEYWORD Title harry potter chamber, LMHS: 2 records

- 1. *Click* the Cataloging wizard group.
- 2. Click the Transfer Titles, Call Numbers, or Items wizard.
- 3. Search for the source you want to transfer (poor record).
 - a. Click the Records tab to display the List of titles.
 - Title b. Click the Call Number/Item tab to Harry Potter and the chamber of secrets Rowling, J display call number/item Harry Potter a information. You may click back and forth on Records and Call Number tabs to locate the correct title, call numbers, or items.
- 4. On the Records list: (bottom screen)
 - a. Select the title you want to transfer (poor record).
 - b. Click Add to Tree button.
 - Add to tree c. The record displays in the Transfer
 - tree pane. (top screen)
- H 🗐 d. Click the plus sign to open record tree. (MAC displays ► ▼)

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Transfer Title	es, Call Numbers o	or Items				- 9 ×
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Search for:	harry potter				*	Search
Index:	Title					Type:
Library:	Full access to all libraries			Keyword		
						O Browse
Current:	Rowling, J. K	 Harry Potter and the 	ie sorcerer's stone	PBFIC ROW ID:	TESTBB	⊖ Exact
4d	escription Call P	Potter and the chami				
Title			Author			Pub. Year
	r and the sorcer		Rowling, J. K.			L998 🔨
	r and the prisone		Rowling, J. K.			1999
Harry Potte	r and the sorcere r and the chamb r and the sorcere	er's stone	Rowling, J. K. Rowling, J. K.			1999
42 Harry Potte	r and the sorcer	er's stone	Rowling, J. K.			999
Harry Potte	r and the order o	of the Phoenix	Rowling, J. K.		i	1999
	r and the goblet		Rowling, J. K.			2000 -
	r and the Chamb		Rowling, J. K.			2000
Harry Potte	r and the prisone	er of Azkaban	Rowling, J. K.			2001 🗸
	Add to tree	Remove from tree	Retain for transfer	Transfer	Close	

Transfer Titles, Call Numbers or Items

🗉 🚍 Rowling, J. K. - Harry Potter and the chamber of secrets

Pub. Year

1999

3b

Author

Records Description Call Number/Item

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□ I I FIC ROW - DISTRICT



5. In the Transfer tree pane, *click* on the title, call number, or item you want to transfer, (poor record) and then *click* Retain for Transfer button at the bottom of the screen.

Retain for transfer

More than one item can be transferred at a time. The call number or item line selected will display in italics.

Transfer Titles, Call Numbers or Items – 🔍 ×						
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* 166						
Search for:	harry potter		Search			
Index:	Title •					
Library:	Full access to all libraries	Select an Index to Search.	Keyword			
Current:	Rowling, J. K Harry Potter and the sorcere	's stone PBFIC ROW ID:TESTBB12 Ctrl#:a42410	O Browse O Exact			
● 御 FIC ● 御 FIC	IG, J. K Harry Potter and the chamber of secr ROW - UMHS ROW - USTRICT 36845-10001 - 1 - NONFICTION - AV 5 ROW - LMEC 2 ROW - LMEC 1 ROW - LMEM 2 ROW - LMFM 2 ROW - LMFM 2 ROW - LMIN 2 ROW - LMIN 2 ROW - LMIN 2 ROW - LMIN	Shelf location: AVAILABLE Current locati Material type: BOOK Funding sourc Date created: 7/12/2005 Media desk:	e: none none ID: 22620000915446 7/13/2005 ts: 1			
Records Description Call Number/Item						
KEYWORD Title harry potter, Full access to all libraries: 12 records						
Title	and the sorcerer's stone	Author Rowling, J. K.	Pub. Year 1998			
	and the sorcerer's stone and the prisoner of Azkaban	Rowling, J. K. Rowling, J. K.	1998			
Harry Potter and the sorcerer's stone		Rowling, J. K.	1999			
	and the chamber of secrets	Rowling, J. K.	1999 =			
Harry Potter and the sorcerer's stone		Rowling, J. K.	1999			
Harry Potter and the order of the Phoenix		Rowling, J. K.	1999			
Harry Potter and the goblet of fire		Rowling, J. K.	2000 —			
Harry Potter and the Chamber of Secrets		Rowling <u>, J</u> . K.	2000			
Harry Potter	and the prisoner of Azkaban		2001			
	Add to tree Remove fr	om tree Retain for transfer Close Close				

6. In the **Records** list (bottom screen) *click* on the title to which you want to transfer call numbers or items. (good record) You

items. (good record) You may click back and forth on Records and Call Number tabs to locate the correct title/item.

- Click the Add to Tree button at bottom of the screen. You will now have 2 titles/items in the top screen.
- In the Transfer tree pane, select the <u>destination</u> record (good record).
- 9. *Click* Transfer button.

Transfer Title	es, Call Numbers or Items	- 단 ×					
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	harry potter	Search					
Index:		ype:					
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	Add to tree Remove from tree Retain for transfer Transfer Close						



10. Depending on how Search for: harry potter ۷ Search Index: Title Туре: properties are Full access to all libraries Keyword Library: configured, a O Browse Rowling, J. K. --- Harry Potter and the Order of the Phoenix --- FIC ROW --- ID:32620000195211 --- Ctrl#:i043935.. Current: ⊖ Exact message may display Rowling, J. K. - Harry Potter and the order of the Phoenix stating that this operation will remove 1 - FICTION - CHECKEDOUT the title record. a. Click Yes to **Deletion confirmation** 1 Im FIC ROW - LMWE proceed with the ?) This operation will remove the title record. Do you want to continue? transfer. Yes No b. Click No to cancel Records Description Call Number/Item the transfer. Rowling, J. K. - Harry Potter and the Order of the Phoenix 10 ₩ 32620000195211 - 1 - FICTION - CHECKEDOUT 10 32620004952906 - 1 - FICTION - CHECKEDOUT 🗉 🏙 FIC ROW - LMSO 10 000 019960142 - 1 - FICTION - AVAILABLE 10 32620019960159 - 2 - FICTION - AVAILABLE 10 32620019960167 - 3 - FICTION - AVAILABLE Add to tree Remove from tree Retain for transfer Transfer Close

A Transfer Operation Results dialog box displays with information about the transfer status, item number, and server message.

WF Transfer Operations Results

11. Click OK to close the dialog box.

	(Unsuccessful:	Transfer Status Failed	Source Element 326200199 8607	Server Message Non unique call nu	ımber, please specif	y item ID
		ОК				
		Add to tree	Remove from tree	Retain for transfer	Transfer	Close
	Transfer Operations Results Transfer S., Source Element Server Message Succeeded 32620019978607 Item transferred	Transfer Oper-	ations Results	Server Message	DOOR	×
Successful:		Succeeded		Item transferred; en	npty callnum remov	ed
	OK			ОК		

12. Click Close to close the wizard.

Transfer Titles, Call Numbers or Items



Transferring an item to a different call number on the same record

Transfer Titles, Call Numbers or Items

- 1. *Click* the Cataloging wizard group.
- 2. *Click* the Transfer Titles, Call Numbers, or Items wizard.
- Locate the record containing the item(s) you want to transfer.

In this example, the librarian wants all 6 copies on one call number. She will transfer copies 2-6 to the first copy, and then remove the copy number from the call number.

- 4. *Highlight* Title and *click* Add to tree.
- 5. *Click* on the barcode number of item you want to move.
- 6. *Click* Retain for transfer.
- 7. *Repeat* for each item you want to move.
- 8. *Click on the barcode number* under the destination call number.
- 9. *Click* Transfer.

Transfer Operations Results screen will display.

10. Click OK and Close.

Use the Call Number and Item Maintenance wizard to make additional changes to call number or item information.

Price: \$. 🖻 🏨 ENF 590 PAN - ELKV Shelf location: A٧ Material type: BC 2/2Date created: Date last charged: NE 🚛 30455006020333 - 1 - PROFE 🖌 AL - AVAILABLE NE Last discharged: 🖮 🏙 PR NF 590 PAN PB C-02 - ELMC Date inventoried: NE IIII 30455006040661 - 1 - PROFESSNAL - AVAILABLE Times inventoried: 0 🖻 👜 PR NF 590 PAN PB C-03 - ELMC 🖻 👜 PR NF 590 PAN PB C-04 - ELMC 🖮 🏨 PR NF 590 PAN PB C-05 - ELMC IIII 30455006040638 - 1 - PROFESSNAL - AVAILABLE 🖮 🏨 PR NF 590 PAN PB C-06 - ELMC 🛄 30455006040620 🦟 PROFESSNAL - AVAILABLE 5 Records Description Call Number/Item 🖃 🚍 Animal action ABC - Pandell, Karen. E I ENF 590 PAN - ELKV 🗄 📲 PR NF 590 PAN PB C-01 - ELMC 🖻 👜 PR NF 590 PAN PB C-02 - ELMC 🖮 🏨 PR NF 590 PAN PB C-03 - ELMC 🖻 👜 PR NF 590 PAN PB C-04 - ELMC 🗄 👜 PR NF 590 PAN PB C-05 - ELMC 🖮 🏙 PR NF 590 PAN PB C-06 - ELMC 6 9 Transfer 4 Add to tree Remove from tree Retain for transfer Clo 🖃 🚍 Animal action ABC - Pandell, Karen. Price: \$.00 🖻 👜 ENF 590 PAN - ELKV Shelf location: AVAILABLE IIII 30455002484921 - 1 - EASY - AVAILABLE BOOK Material type: 102 30455002527968 - 2 - EASY - AVAILABLE 2/20/2005 Date created: B R NF 590 PAN PB C-01 - ELMC Date last charged: NEVER 8 🛄 30455006020333 - 1 - PROFESSNAL - 🗸 ABLE Last discharged: NEVER 🛄 30455006040661 - 2 - PROFESSNAL - AVAILABLE Date inventoried: NEVER WW 30455006040653 - 3 - PROFESSNAL - AVAILABLE Times inventoried: 0 10455006040646 - 4 - PROFESSNAL - AVAILABLE 10455006040638 - 5 - PROFESSNAL - AVAILABLE W Transfer Operations Results x Transfer Status Server Message Source Element Succeeded 30455006040661 Item transferred; empty callnum removed Succeeded 30455006040653 Item transferred; empty callnum removed Succeeded 30455006040646 Item transferred; empty callnum removed Succeeded 30455006040638 Item transferred; empty callnum removed Succeeded 30455006040620 Item transferred; empty callnum removed Records Descrit KEYWORD Title