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Change Item Information

To change information for multiple items all at once, use Utilities.

From Tools, open Utilities.

Choose a utility that modifies either Title or Copy information.

Title information is the MARC record, the information about the book, while the *Copy information* pertains to each particular physical copy of the book.

For example, let's say you have a group of YA fiction books on display as 'New Items' and it's time to put them back in the YA section. You need a utility to change the Copy Location field from New Items to YA.

In Utilities, click on Copies on the left, and select the Change Copy Location utility.

Under Selection, for Copies from, fill in the Copy Location with New Items.
OR

Check the box to Show Additional Selections, and under Copies with Barcodes, scan the barcodes of the items you are moving.

Under the Options tab, Change Location to the original location, in this case YA.

Click Run, and verify the number of records that will be changing.

When the utility finishes, view the summary under Operation Management.

The Copy Location for these copies has been changed from New Items to YA.