

## 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. ٠
- 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 Description 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)
  - 豊 d. *Click* the plus sign to open record tree. (MAC displays  $\triangleright \nabla$ )

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	Transfer Titl	es, Call Numbers	or Items				- Q X
] [	Search for: Index: Library:	harry potter Title Full access to a	Il libraries			▼ ▼ ▼	Search Type: (a) Keyword
-	Current: Rowling, J. K Harry Potter and the sorcerer's stone PBFIC ROW ID:TESTBB						O Browse O Exact
111							
	Records E KEYWORD	escription Call Title harry potte	Number/Item r, Full access to all	l libraries: 12 records			
	Title			Author		P	ub. Year
	Harry Potte Harry Potte Harry Potte	er and the sorcer er and the prison er and the sorcer	er's stone er of Azkaban er's stone	Rowling, J. K. Rowling, J. K. Rowling, J. K.		1	998 999 999
	4 Harry Potte Harry Potte Harry Potte Harry Potte Harry Potte	er and the chamb er and the sorcer er and the order er and the goblet er and the Chaml er and the prison	er of secrets er's stone of the Phoenix of fire per of Secrets er of Azkaban	Rowling, J. K. Rowling, J. K. Rowling, J. K. Rowling, J. K. Rowling, J. K. Rowling, J. K.		1 1 1 2 2 2 2	999 999 000 000 001
	4b 「	Add to tree	Remove from tr	ee Retain for transfer	Transfer	Close	

Transfer Titles, Call Numbers or Items

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

Pub. Year

1999

3t

Author

Records Description Call Number/Item

🗉 🏨 FIC ROW - LMHS

Last Updated Summer 2015

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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.

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<b>* 19</b> 60	™ ← → ﷺ ₪					
Search for:	barry potter		× Count			
Sedicition.	nany poter		Search			
Index:	Title		Type:			
Library:	Full access to all libraries	Select an Index to Search.	🚬 💿 Keyword			
			O Browse			
Current:	Rowling, J. K Harry Potter and the s	orcerer's stone PBFIC ROW ID:TESTBB12	- Ctrl#:a42410			
□ 〒 Rowlin □ ▲ 九 Fi( □ ▲ Fi( □ A F	Ig, J. K Harry Potter and the chamber C ROW - LMHS P ROW - DISTRICT G 80495-10001 - 1 - NONFICTION - AU C ROW - LMEC P ROW - LMEC FIC ROW - LMEC FIC ROW - LMFM C ROW - LMFM C ROW - LMHM C ROW - LMIN E C ROW - LMIN	of secrets Shelf location: AVAI Material type: BOOI Date created: 7/12 Date last charged: 7/12, Last discharged: 7/13, Date inventoried: NEVE Times inventoried: 0	item group:       NONFICTION         LABLE       Current location:       AVAILABLE          Funding source:       none         (2005       Previous user ID:       2262000915446         (2005,31:53)       Last activity:       7/13/2005         R:       Total checkouts:       1         In-house uses:       0			
Records Description Call Number/Item						
KEYWORD 1	itle harry potter, Full access to all librar	ies: 12 records				
Title		Author	Pub. Year			
Harry Potter	and the sorcerer's stone	Rowling, J. K.	1998 ^			
Harry Potter	and the prisoner of Azkaban	Rowling, J. K.	1999			
Harry Potter	and the sorcerer's stone	6 Rowling, J. K.	1999			
Harry Potter	and the sorcerer's stone	Bowling, 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, J. K.	2000			
Harry Potter and the prisoner of Azkaban Row 2001						
	Add to tree Ren	nove from tree Retain for transfer Transfer	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 may click back and
Transfer Titles, call Numbers or Items

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).

Transfer Titles, Call Numbers or Items – 🖸 🗙						
<b>*</b> 766						
Search for:	harry potter 💌					
Index:	Title					
Library:	Full access to all libraries					
Current: Seuss, Dr The cat in the hat E SEU AR 2.1 ID:32620075156411 Ctrl#:a3763 Copy:1 O Exact						
Image: Sequence of the Phoenix         Image: Sequence of the Phoenix <td< td=""></td<>						
Records D	escription   Qall Number/Item					
Rowling, J. K HATY Rowling, J. K HATY Berrow - LMHS M FIC ROW - LMHS M FIC ROW - LMHS M FIC ROW - LMHS M FIC ROW - LMNO M S262000495S2926 - 1 - FICTION - CHECKEDOUT M S262000495S2926 - 1 - FICTION - CHECKEDOUT M S2620019960159 - 2 - FICTION - AVAILABLE M S2620019960159 - 1 - FICTION - AVAILABLE M S2620019960159 - 3 - FICTION - AVAILABLE M S2620019960159 - 3 - FICTION - AVAILABLE M S2620019960159 - 3 - FICTION - AVAILABLE M S2620024959790 - 1 - FICTION - CHECKEDOUT M S2620024959790 - 1 - FICTION - CHECKEDOUT						
	Add to tree         Remove from tree         Retain for transfer         Close					

9. *Click* Transfer button.



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 A FIC ROW - LMHS □ □ Rowling, J. K. - Harry Potter and the Order of the Phoenix
□ ▲ FIC ROW - LMHS 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. 10 IIII 32620004952906 - 1 - FICTION - CHECKEDOUT 🗉 🏙 FIC ROW - LMSO 
 132620019960142 - 1 - FICTION - AVAILABLE

 132620019960159 - 2 - FICTION - AVAILABLE

 132620019960167 - 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.

11. Click OK to close the dialog box.

	Transfer Operations Results
	Transfer Status Source Element Server Message Failed 326200195 8607 Non unique call number, please specify item ID
Unsuccessful:	
	ОК
	Add to tree Remove from tree Retain for transfer Close
Transfer Operations Results Transfer S.J. Source Element Server Message Succeeded 32620019978607 Item transferred	Transfer Operations Results Transfer Status Source Element Server Message Litem transferred; empty callnum removed
Successful:	_
	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.



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KEYWORD Title