Chapter 8 -- Changing Call Numbers

To change a call number from the Holdings Maintenance screen, click on the Volume/Call number line to highlight it. Right-click or click on **Actions for Selected Rows (Alt + f)**, select **Edit Volumes (Alt + E)**.

TIP: You can also change call numbers from the Item Status screen or a Copy Bucket.

NOTE: If you don't have the correct line highlighted, the Edit Volumes option will not be active.

TIP: It is easier to see which is the Volume/Call number line if you turn off the Call Number in the Column Picker. The Call Number displays in the first column by default.

TIP: By pressing CTRL while you click, you can highlight multiple volume lines to change multiple call numbers at once.

The Volume Editor window will open. Your old call number will appear in the "Label" box. If you are using the Prefixes and/or Suffixes, those will appear in the appropriate boxes as well.

For more information on Prefixes and Suffixes and Classification, see **Chapter 5 – Adding Holdings** and **Chapter 26 – Cataloging Related Local Admin Features**.

You can change any of the information in the dropdown boxes as this point, and enter your new call number in the **Label** box. Then click the **Modify (Alt + M)** button.
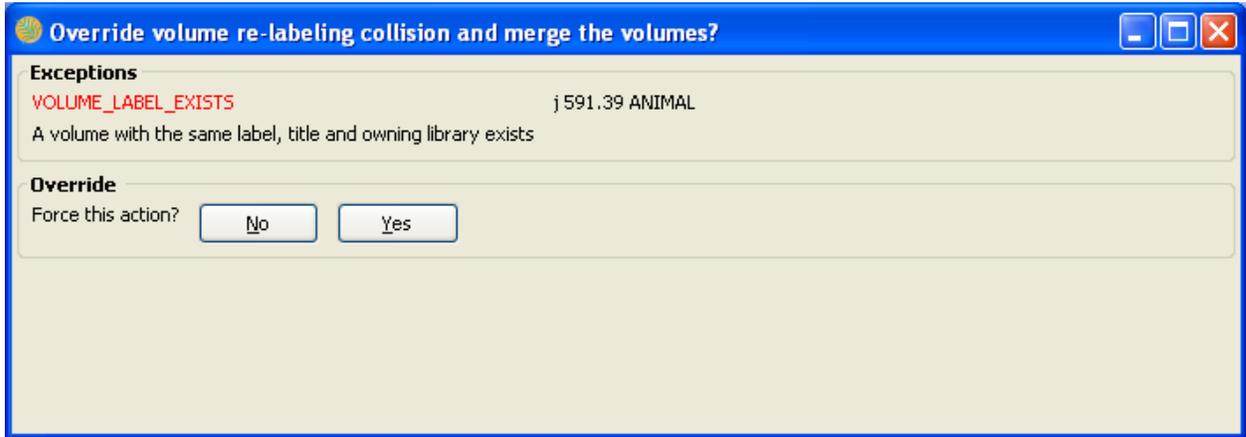
Your call number will now be changed:

Auto-Merge on Volume Collision

If Auto-Merge on Volume Collision is checked and your new call number is the same as an existing call number attached to the bibliographic record, then your item will be automatically transferred to the existing call number.

If it is not checked and your call number matches an existing call number, you will get an error message asking if you want to force the action:

If you choose **No (Alt +N),** your call number will not be changed.

If you choose **Yes (Alt +Y),** you will get the same result as auto-merge, but with more steps.