

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.*

The screenshot shows the 'Holdings Maintenance' interface. At the top, there is a 'Record Summary' section with fields for Title, Author, Bib Call #, Edition, Pub Date, TCN, Database ID, Record Owner, Created By, Last Edited By, and Last Edited On. Below this is a navigation bar with buttons for Start, Previous, Next, End, and Search Results. The main area is a table with columns: #, Location/Barcode, Vol..., Copies, Circulati..., Loan Duration, and Location. Row 4 is highlighted in blue. To the right of the table, a context menu is open, listing various actions. 'Edit Volumes' is highlighted in blue.

#	Location/Barcode	Vol...	Copies	Circulati...	Loan Duration	Location
1	EG-IN : Evergreen Indiana					
2	ZPL : Zionsville Public Library					
3	HMMPL : Hussey-Mayfield Memorial Branch	1	<1>			
4	j 634.98 MORRIS		1			
5	33946002619596			book : bo...	Normal	Non-Fiction - 1st

***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.*

The screenshot shows the 'Holdings Maintenance' interface with the 'Column Picker' open. The table is similar to the previous screenshot, but row 4 is highlighted. The 'Column Picker' is open, showing a list of columns with checkboxes. 'Call Number' is checked and highlighted in blue.

#	Location/Barcode	Vol...	Copies	Circulati...	Loan Duration	Location
	Evergreen Indiana					
	ZPL : Zionsville Public Library					
	HMMPL : Hussey-Mayfield Memorial Branch	1	<1>			
	j 954 NARDO		1			
	33946002701006			book : bo...	Normal	Non-Fiction - 1st Floor

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

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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.



The screenshot shows the 'Volumes' window with the 'Volume Editor' tab active. The 'Owning lib' is set to 'HMMPL'. The 'Classification' is 'Generic'. The 'Prefix' is '<No Change>'. The 'Call Number' is empty. The 'Suffix' is '<No Change>'. The 'Label' box contains 'j634.98 MORRIS'. The 'BATCH' button is highlighted. The 'Modify' button is visible in the top right corner.

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.

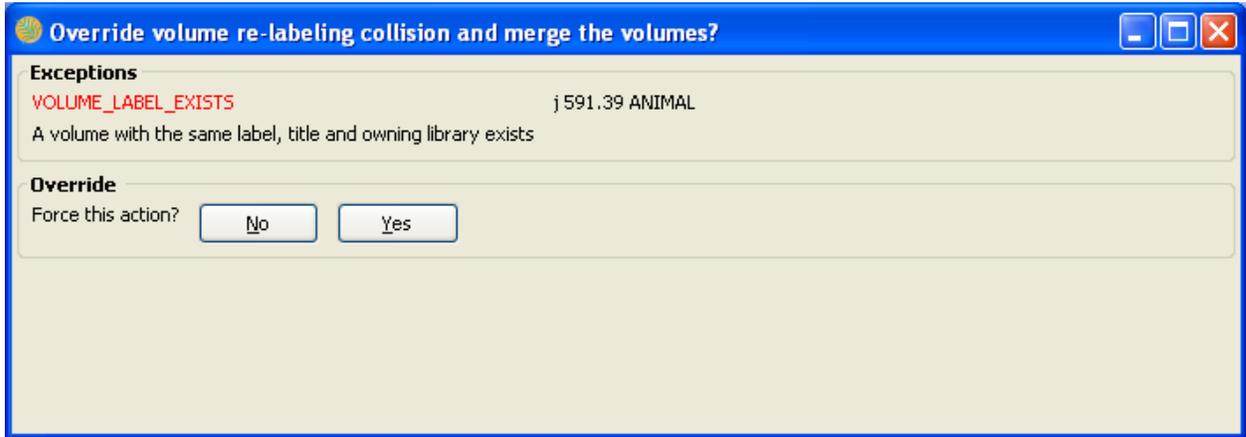


The screenshot shows the 'Volumes' window with the 'Volume Editor' tab active. The 'Owning lib' is set to 'HMMPL'. The 'Classification' is 'Generic'. The 'Prefix' is '<No Change>'. The 'Call Number' is empty. The 'Suffix' is '<No Change>'. The 'Label' box contains 'j674 MORRIS'. The 'BATCH' button is highlighted. The 'Modify' button is circled in red.

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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.