

Titles General Utilities

Operations

Utilities

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Unknown macro: 'rate'

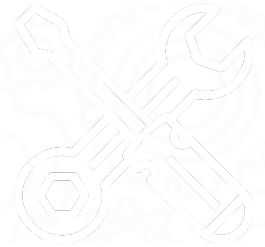
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Change Medium

Change Medium

Changes the [medium](#) (245_h) of selected titles to the specified medium

Use(s)

Run this utility if you accidentally imported items with the wrong medium and need to correct the mistake.

Selections

SelectionsOptions

Change the medium to the value specified under the Options tab for:

Titles with a Policy of

Any Policy

Titles from

Copy Location

From

Through

Titles with a Medium of

Any Medium

Titles in Call Number Range

From

Through

Titles added

From MM/DD/YYYY

Through MM/DD/YYYY

Title

Titles by Author

Titles with Copies in Barcode Range

From

Through

Titles with Copy Barcodes

✓ Show Additional Selections

Create Saved Utility

Run

Options

SelectionsOptions

Change Medium to

[adobe epub ebook]

Change Medium to: Specify the new medium you would like

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Change Title Call Numbers

Change Title Call Numbers

Titles General Utilities

Changes various components of selected title call numbers (prefixes, case, slashes, and matching to copy call numbers)



Check out [Keep it straight—Title vs Copy Call Number](#) to learn the difference between title and copy call numbers.

Use(s)

- Librarians can use this utility to change call numbers to their preferred style.
- Use this utility to help genrefy your library's collection.
- If a school district comes out with new standards, librarians can use this utility to quickly reorganize their collection.
- Use this utility to clean up differences between title and copy call numbers.

Selections

Selections

Options

This utility will make batch changes to Title Call Numbers with the addition of formatting options.

Titles with a Policy of

Any Policy

Title from

Copy Location

From

Through

Titles with a Medium of

Any Medium

Titles with a Genre of

Titles in Call Number Range

From

Through

Titles added

From MM/DD/YYYY

Through MM/DD/YYYY

Title

Titles by Author

Titles with Copies in Barcode Range

From

Through

Titles with Copy Barcodes

✓ Show Additional Selections

Create Saved Utility

Run

Copies with a Genre of: This selection includes all terms that look similar. For example, a selection for "Fantasies" would also include "Fantasy."

Options

Selections

Options

Change Call #

☒ No Change

☐ Add prefix

☐ Remove prefix

☐ Replace prefix

☐ Match Title to Copy Call Number

Add

Remove

Replace

with

Formatting rules will be applied to Title Call Numbers after the above

Change Case

☒ No Change

☐ All Letters Uppercase

☐ All Letters Lowercase

☐ First Letter Uppercase

☐ Remove Slashes

Change Call

No Change: Choose this option if you don't want to make a

Add prefix: Appends the new prefix entered into the **Add** field to the existing call numbers. If adding a prefix results in exceeding the 50 character limit, that call number will be skipped.

Remove prefix: Removes the text entered into the **Remove** field from the existing call numbers. Additional spaces are removed as well if there are any.

Replace prefix: Replaces the existing call number entered into the **Replace** field with the new call number entered into the **with** field. The **Replace** field will replace the first word of the call number (e.g. "FIC" would replace both "FIC" and "fic"). If replacing a prefix results in exceeding the 50 character limit, that call number will be skipped.

Match Title to Copy Call Number: Changes selected titles to match the first copy's call number.



Removing and replacing only affect the first word of the call number. For example, if the original call number is "FIC BIO," you could change "FIC" to "P." but *not* just "F" to "P." Also, you could change "FIC" to "P."

Change Case

No Change: Choose this option if you don't want to make a

All Letters Uppercase: e.g. FIC BIO

All Letters Lowercase: e.g. fic bio

First Letter Uppercase: e.g. Fic Bio

Remove Slashes

When checked, this option will remove all forward slashes (/) from the call number.

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Change Title Policy

Change Title Policy

Changes the [policy](#) of selected titles to the specified policy



Run the [Recompute Due Dates utility](#) after this utility if you want to update due dates for checked out items based on new policies.

Use(s)

- Run this utility if you've made changes to your policies and they are the same across all of your sites. However, if your policies differ by site, use the [Change Copy Policy utility](#) instead.
- If you use a policy like "Bestseller" and need to frequently move a group of items in and out of that policy, use this utility.

Selections

SelectionsOptions

Change the title policy to the value specified under the Options tab for:

Titles with a Policy of

Any Policy

Titles from

Copy Location

From

Through

Titles with a Medium of

Any Medium

Titles in Call Number Range

From

Through

Titles added

From MM/DD/YYYY

13

Through MM/DD/YYYY

13

Title

Titles by Author

Titles with Copies in Barcode Range

From

Through

Titles with Copy Barcodes

☒ Show Additional Selections

Create Saved Utility

Run

Options

SelectionsOptions

☐ Match titles to policy of first copy

☒ Change Policy to

Standard Item

Match titles to policy of the first copy: When selected, th policies to match that of the first copy.

Change Policy to: Specify the new policy you would like se

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Hide Titles in Search

Hide Titles in Search

Hides selected titles in all Researcher modules

Running this utility turns on the **Don't Show in Researcher** option in selected [title records](#).

Use(s)

Run this utility to hide teacher-only materials in Researcher.



You can view hidden items in Researcher by holding down **Alt / Option** while searching.

Selections

Selections

Turn on Don't Show in Researcher for:

Titles with a Policy of

Any Policy

Titles from

Copy Location

From

Through

Titles with a Medium of

Any Medium

Titles in Call Number Range

From

Through

Titles added

From MM/DD/YYYY

Through MM/DD/YYYY

Title

Titles by Author

Titles with Copies in Barcode Range

From

Through

Titles with Copy Barcodes

Show Additional Selections

Create Saved Utility

Run

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Remove Cover Art

Remove Cover Art

Removes the [cover art](#) of selected titles

Selections

Selections

Remove cover art for:

Titles with a Policy of

Any Policy

Titles from

Copy Location

From

Through

Titles with a Medium of

Any Medium

Titles in Call Number Range

From

Through

Titles added

From MM/DD/YYYY

Through MM/DD/YYYY

Title

Titles by Author

Titles with Copies in Barcode Range

From

Through

Titles with Copy Barcodes

Show Additional Selections

Create Saved Utility

Run

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Remove Holds

Remove Holds

Removes queue, in-stock/on-shelf, or all holds on selected titles and their copies

Selections

Options

Under the Options tab, choose whether to remove queue holds, on-shelf holds and in-stock holds, or all. Remove holds for:

Titles with a Policy of

Any Policy

Titles from

Copy Location

From

Through

Titles with a Medium of

Any Medium

Titles in Call Number Range

From

Through

Titles added

From MM/DD/YYYY

Through MM/DD/YYYY

Title

Titles by Author

Titles with Copies in Barcode Range

From

Through

Titles with Copy Barcodes

☒ Show Additional Selections

Create Saved Utility

Run

Options

☒ Remove queue holds only

☐ Remove in-stock and on-shelf holds only

☐ Remove all holds

- **Remove queue holds only.** Removes all holds in the system for selected titles and their copies, which includes suspended holds. View the details for a title in its [Copy List](#).
- **Remove in-stock and on-shelf holds only.** Removes all in-stock and on-shelf holds for selected titles and their copies, but does not remove queue holds.
- **Remove all holds.** Removes all holds for selected titles and their copies.

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Remove Titles
 Remove Titles
 Textbook Tracker: Remove Textbooks

Removes all selected title records and their copies

There are three ways to handle copies that are checked out:

- **Declare Lost.** The copy is declared lost and the patron is charged appropriately. Neither the title record or copy are removed; however, other copies under that title that aren't checked out are removed.
- **Remove.** The title record and all copies are removed.
- **Keep.** The title record and checked out copy will not be removed. However, other copies under that title that aren't checked out are removed.

Use(s)

Run this utility if you made a mistake while importing item records and need to remove those titles before trying again.



Selections

SelectionsOptions

Remove title records for:

Titles with a Policy of

Any Policy

Titles from

Copy Location

From

Through

Titles with a Medium of

Any Medium

Titles in Call Number Range

From

Through

Titles added

From MM/DD/YYYY

Through MM/DD/YYYY

Title

Titles by Author

Titles by Publisher

Titles with Copies in Barcode Range

From

Through

Titles with Copy Barcodes

✓ Show Additional Selections

Create Saved Utility

Run

Options

SelectionsOptions

Checked Out Copies

☒ Declare Lost

☐ Remove

☐ Keep

Checked Out Copies: Choose what to do with copies that

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Remove Titles without Copies

Remove Titles without Copies

Removes selected title records that don't have any copies



Make sure your selection *does not* include items that purposely don't have any copies, such as electronic resources.

Use(s)

Run this utility to clear out old titles with no copies left that you don't intend to replace. This can sometimes happen as copies are lost and discarded.

Selections

Selections

Please ensure that your selection excludes items that intentionally have no copies, such as cataloged websites and ebooks!

Remove title records that do not have any copies for:

Titles with a Policy of Any Policy

Titles with a Medium of book

Titles in Call Number Range From Through

Titles added From MM/DD/YYYY Through MM/DD/YYYY

Title

Titles by Author

Titles by Publisher

Show Additional Selections

Create Saved Utility
Run

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Show Titles in Search

Show Titles in Search

Makes selected titles visible in all Researcher modules

Running this utility turns off the **Don't Show in Researcher** option in selected [title records](#).

Selections

Selections

Turn off Don't Show in Researcher for:

Titles with a Policy of Any Policy

Titles from Copy Location From Through

Titles with a Medium of Any Medium

Titles in Call Number Range From Through

Titles added From MM/DD/YYYY Through MM/DD/YYYY

Title

Titles by Author

Titles with Copies in Barcode Range From Through

Titles with Copy Barcodes

Show Additional Selections

Create Saved Utility
Run

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