

Changing call numbers—helpful utilities

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Miss Honey's district is standardizing everyone's call numbers, which means all of her F prefixes need to be changed to FIC. Her first thought? *This sounds like a lot of work.* Luckily, Alexandria has a few utilities to make this easier.

The screenshot shows the Alexandria Library System Utilities interface. On the left is a 'Categories' sidebar with options: All Utilities, Patrons, Titles (selected), Copies, Circulation, Periodicals, Database, and System. The main area has tabs for 'Quick' and 'Saved' utilities. Under the 'Quick' tab, a list of utilities is shown, with 'Change Title Call Numbers' selected. Below this list are two sub-tabs: 'Selections' and 'Options'. The 'Options' tab is active, showing settings for 'Change Call #' (radio buttons for No Change, Add prefix, Remove prefix, Replace prefix (selected), Match Title to Copy Call Number) and 'Change Case' (radio buttons for No Change, All Letters Uppercase (selected), All Letters Lowercase, First Letter Uppercase, and a checkbox for Remove Slashes). There are also input fields for 'Add', 'Remove', 'Replace' (with 'F' entered), and 'with' (with 'FIC' entered). A note states: 'Formatting rules will be applied to Title Call Numbers after the above changes are made.' At the bottom right are buttons for 'Create Saved Utility' and 'Run'.

First, it's important to understand the

[difference between title and copy call numbers](#) in Alexandria. Unless otherwise specified in individual copy records, all copies will inherit and change with the title's call number.

Version 7

Continuing with Miss Honey's example, she would use the *Change Title Call Number* and *Change Copy Call Number* utilities to update everything to her district's new standards.

1. Go to **Tools > Utilities > Titles > General > [Change Title Call Number](#)**.
2. Use the **Selections** tab to specify the records you want to include. Miss Honey would enter F AAA - F ZZZ in the **Titles in Call Number Range** selection.
3. Under the **Options** tab, choose how you want to modify the call numbers. Miss Honey would select **Replace prefix** and enter F in the **Replace** field. Then she would enter FIC in the **with** field.
4. Choose whether or not you want to change the case or remove slashes under the **Options** tab.
5. Run the utility.
6. Repeat these steps for all call number ranges you need to change.

If you're changing a lot of title call number ranges and want the copies to all match, simply run the

[Change Copy Call Number utility](#) with no selections once your title call numbers are set. Under the **Options** tab, select **Match Copy to Title Call Number**.

Version 6

Using the same example, you'll need to run the utility twice: once to change the prefix and again to change the case. The nice thing here is that you can choose to modify both title and copy call numbers at the same time.

1. Go to **Tools > Utilities > Titles > General >**

Modify Call Numbers.

2. Choose **Replace Prefix** as the operation. Miss Honey would enter F in the **Replace Prefix** field and FIC in the **With** field.
3. Use selections to specify a call number range. Miss Honey would select by **Item Call Number** and enter F AAA in the **Starting With** field and F ZZZ in the **Ending With** field.
4. Run the utility.
5. After you have modified all of the prefixes that need to be changed, run this utility again to change the case. Change the operation to **Change Case** and use the dropdown menu to select the case you want. Select by **All Titles** if you want to change the case for all of your call numbers.

And there you go! Your call numbers are updated in Alexandria.



Still on version 6? [Learn about switching to Alexandria 7!](#)

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