

Items Management Workshop



This page has been moved to <https://support.goalexandria.com/items/items-management-workshop/> and <https://support.goalexandria.com/faq-category/items/>

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(Note this workshop was done in the older non-Makeover interfaces, but all the principles are the same!)

Frequently Asked Questions

Genre information is pulled from the 655_a MARC tag. You can view and modify the data in the [Items](#) module using the [Items Editor](#) or [MARC View Editor](#).

Yes! Add as many genre fields as you need for your patrons to find the item in [Search](#). Keep in mind that only one genre will be displayed in the Items module, but you can click on the pencil icon to open the Genre Editor and view the rest.

The easiest way is to ask your vendors to include genre information in the 655_a field of the MARC record, so it's added upon import. You can also add it by editing your records manually or by using the MARC editing tools, such as certain Utilities or [Authority Control](#).

We recommend running a report, first! The [Copy Information Report](#) and [Patrons Information Report](#) can show you exactly which items and patrons will be affected—just make sure the selections in the report match the selections in the desired utility. When in doubt, reach out to our support team at support@goalexandria.com.

Usually this means the wrong import type is selected on the left. Make sure you have **Items** selected, and the import should run correctly.

[Resources Description & Access \(RDA\)](#) is a newer standard in which mediums are stored in the 336, 337, and 338 fields and have three components separated by dashes, such as **text-unmediated-volume** (this one is equivalent to **book**). Since this medium format is a little harder for patrons to understand, you can [add aliases](#) (i.e. alternative names) that will show in Researcher instead.

a. To remove Items that you have discarded, you can run the [Remove Discarded Copies](#) utility. We recommend running the [Discarded Copies](#) report first, to get a list of which items will be removed.

b. Discarded Items in your database do count in your system counts, as they are still in your database. This is also true for lost items. They are in a pending status until they are removed.

Whether adding series information manually or automatically via an [Import](#) or [Utility](#), make sure the series is being cataloged in the 830 MARC field so the item displays and sorts correctly in Search.

Yes! To clean up duplicate records, run a Title Information report, and set the sorting in Options to "Title." Then navigate to Items Management, and look up the titles. Decide which record you want to keep, then unlock the record. Using the Actions menu, select "Move copies to title" and enter the copy barcodes. You can also select the checkbox to delete the duplicate title record after the copies are transferred. Make sure to save changes!

Title Assistant uses Z39.50 servers to search for items, so you may need to add more. Check out the [z39.50 Preferences](#) page for a list of resources you can use to bolster your Z39.50 list in Alexandria. You'll also find instructions on adding servers, creating sets, and more.

If you have overlapping call numbers in [Maps](#), Alexandria will display a duplicate title or a duplicate copy. If the copies can be modified but were not intentionally added, this may be from an import running too many times and adding a new copy each time.

Go to Tools>Sites, and click on the gear icon and select **Site Record Counts**.

Lost and discarded items are checked out to System Patrons 1(lost) and 2(discarded). Read about [Lost Items](#) here for more information.

Go to Tools>Import (or in the Makeover Operations > Import) and select the category of what you are importing. Upload the file from your computer, and make sure to configure the field map. Note: Marc records don't need to be field mapped. See [Import](#) for more information.

The easiest way is by using the Set All Copy Locations or **CH** command in [Circulation](#). This is much quicker than going into each item to change copy locations. Make sure to clear the command line when you're done! You can also run the [Copies Information Report](#) to help view and sort your items.

Learn More

- [Cataloging Series and Serials](#)
- [Series Cleanup](#)
- [The Do's and Don'ts of Genrefication](#)
- [Dewey Decimal vs. Genrefication](#)