

The key to assigning keywords

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Ever been in the middle of setting up a genre-based book display and realized not all of the books had that genre assigned? You can use the [Assign Keywords Circulation Command](#)—it's a quick and easy way to add a MARC tag with the specific keywords to item records without having to go in and individually edit each record.



The Assign Keywords command is **V**, followed by a code letter specifying what kind of MARC tag you are applying the keyword to. Alexandria's Circulation has 11 different codes to choose from, but the three most common are: E - Series **_v** SeriesVolume, G - Genre, and S - Subject.

Let's put this in action and go through the steps of assigning the subject keyword "Magic" to a stack of related books:

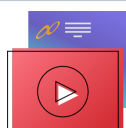


- Enter **V S Magic** into the command line and hit **<enter>**. The **V** is for the Assign Keywords command, and the **S** is for Subject (check out more options [here](#)).
- You will see **S Magic** show up to the left of the command line.

A screenshot of the Alexandria Circulation software interface. At the top, the word "Circulation" is displayed. Below it is a command line area where "S Magic" has been entered, followed by the placeholder text "Enter a command or barcode". To the right of the command line is a button labeled "Actions".

- Scan or enter the barcode for each item you're assigning that keyword to.
- When you're done, use the [X command](#) to clear the keyboard and go back into checkout mode.

Not sure about assigning keywords, or anything else in Alexandria? [Pasha](#) recommends reaching out to our support team at 1-800-347-4942.



The release of the [Alexandria Makeover](#) is around the corner. Take a look at the [Circulation Videos](#) for the makeover, or our [Youtube](#) channel!