

Add Book Conditioning To Your Library

Tip for: 05.09.16

Book Conditioning is a bit like air conditioning—it's cool, but you want to make it energy-efficient. So how can you use Condition Codes? You may want to track the actual used condition of the book, as the default Conditions show, to see what books stand up to the most use.

But if you only care about two conditions—Usable and Unusable—you could use Condition Codes for something else entirely. For example, because the Condition can show in Circulation*, it's a useful place to put **Maturity ratings**: G, PG, PG-13, R for movies; E, Y, T, OT, and M for manga/graphic novels; C, E, E+, T, M, A, and RP for video games; and Parental Advisory for CDs.

Read more https://www.esrb.org/ratings/ratings_guide.aspx

The image's data is missing.

How to set up Condition Codes:

- In Preferences, go to **Codes**, and the **Condition Codes** tab.
- Here, Edit the default codes (or Remove them) and **Add** more to fit your purposes.
- Each Code has its "**Code**" (shortcode), a **Description** to tell you what that code means, and **Notes** to tell you what it's for. Enter the information and press **OK**.
- Set your **Default Condition**.
- **Save** the preference.

To start using Condition Codes, and to keep using them with the most efficiency, start assigning them through Circulation when an item comes in or goes out, or when you are processing the bookdrop bin. The **CL** command lets you change the condition through the Command Line. Type **CL [enter]** for a list of conditions until you've learned your codes. Then type **CL [space] [code]** to enter Change Condition Mode... or for example **CL PG =** will assign the condition of code 'PG' to the current item. It will then enter Change Condition Mode so you can exit it with **. [enter]**.

Do you use Condition Codes? We'd love to hear your thoughts and share your advice with other librarians. Send us an email at tipoftheweek@goalexandria.com!

**Based on the Preferences > Circulation > User Interaction > Display Copy Condition checkbox.*