

Chapter 8 -- Changing Call Numbers

To change a call number from the Holdings Maintenance screen, click on the Volume/Call number line to highlight it. Right-click or click on **Actions for Selected Rows (Alt + f)**, select **Edit Volumes (Alt + E)**.

***TIP:** You can also change call numbers from the Item Status screen or a Copy Bucket.*

The screenshot shows the 'Record Summary' for a book with title 'Wood' and author 'Morris, Neil'. The 'Holdings Maintenance' section is active, showing a table of holdings. Row 4 is highlighted, showing a call number 'J 634.98 MORRIS'. The 'Actions for Selected Rows' menu is open, and 'Edit Volumes' is selected.

#	Location/Barcode	Vol...	Copies	Circulati...	Loan Duration	Location
1	EG-IN : Evergreen Indiana					
2	ZPL : Zionsville Public Library					
3	HMMPL : Hussey-Mayfield Memorial Branch	1	<1>			
4	J 634.98 MORRIS		1			
5	33946002619596			book : bo...	Normal	Non-Fiction - 1st

***NOTE:** If you don't have the correct line highlighted, the Edit Volumes option will not be active.*

***TIP:** It is easier to see which is the Volume/Call number line if you turn off the Call Number in the Column Picker. The Call Number displays in the first column by default.*

The screenshot shows the 'Holdings Maintenance' section with a table of holdings. Row 4 is highlighted, showing a call number 'J 954 NARDO'. The 'Column Picker' is open, and 'Call Number' is selected.

#	Location/Barcode	Vol...	Copies	Circulati...	Loan Duration	Location
	Evergreen Indiana					
	ZPL : Zionsville Public Library					
	HMMPL : Hussey-Mayfield Memorial Branch	1	<1>			
	J 954 NARDO		1			
	33946002701006			book : bo...	Normal	Non-Fiction - 1st Floor

***TIP:** By pressing CTRL while you click, you can highlight multiple volume lines to change multiple call numbers at once.*

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The Volume Editor window will open. Your old call number will appear in the “Label” box. If you are using the Prefixes and/or Suffixes, those will appear in the appropriate boxes as well.

The screenshot shows the 'Volumes' window with the 'Volume Editor' tab active. The window has a blue title bar and standard window controls. Inside, there are several sections:

- Buttons:** 'Cancel' on the left and 'Modify' on the right.
- Checkboxes:** A checked checkbox for 'Auto-Merge on Volume Collision'.
- Classification Section:** A row of dropdown menus for 'Classification:', 'Prefix:', 'Call Number:', and 'Suffix:', all set to '<No Change>'. To the right is a 'BATCH' button with a blue arrow and the text 'Apply'.
- Owning lib Section:** A table with columns: 'Owning lib', 'Classification', 'Prefix', 'Label', and 'Suffix'.

Owning lib	Classification	Prefix	Label	Suffix
HMMPL	Generic		j634.98 MORRIS	

For more information on Prefixes and Suffixes and Classification, see **Chapter 5 – Adding Holdings** and **Chapter 26 – Cataloging Related Local Admin Features**.

You can change any of the information in the dropdown boxes as this point, and enter your new call number in the **Label** box. Then click the **Modify (Alt + M)** button.

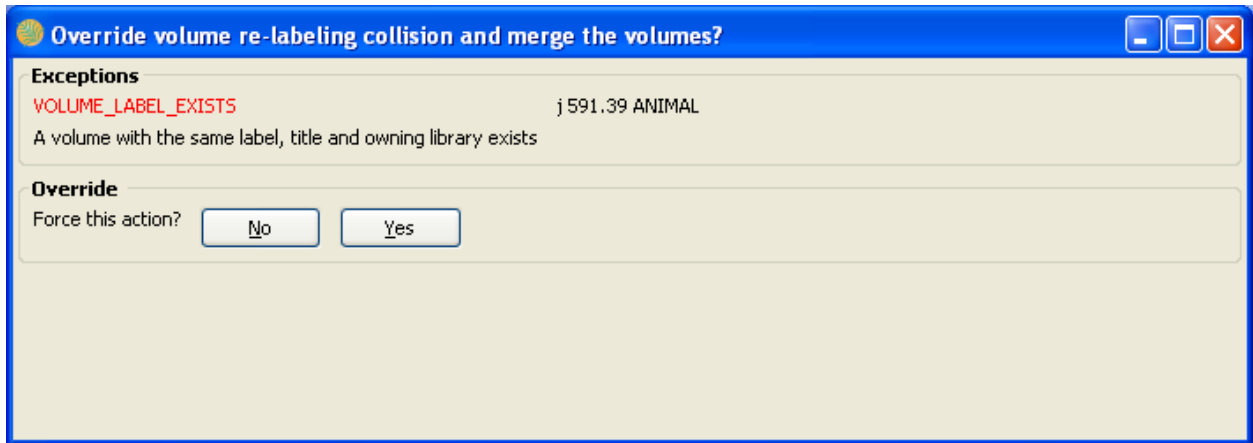
This screenshot is identical to the previous one, but with the following changes:

- The 'Label' box in the 'Owning lib' section now contains 'j674 MORRIS'.
- The 'Modify' button in the top right corner is circled in red.

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If it is not checked and your call number matches an existing call number, you will get an error message asking if you want to force the action:



If you choose **No (Alt +N)**, your call number will not be changed.

If you choose **Yes (Alt +Y)**, you will get the same result as auto-merge, but with more steps.