

## Chapter 20 -- Replacing Barcodes

To replace a barcode on an item, bring up the record of the item in Holdings Maintenance view and highlight the barcode line that you wish to replace. Then, either right-click, or click on **Actions for Selected Rows (Alt + F)** and select **Replace Barcode**.

The screenshot displays a table with columns: Location/Barcode, Volumes, Copies, Circulation Modifi..., Loan Duration, and Location. The table contains three rows of data:

Location/Barcode	Volumes	Copies	Circulation Modifi...	Loan Duration	Location
EG-IN : Evergreen Indiana					
ZPL : Zionsville Public Library					
HMMPL : Hussey-Mayfield Memorial Branch	1	<1>			
BT HOME		1			

The row for 'BT HOME' with barcode '33946002047392' is highlighted in blue. A context menu is open over this row, listing various actions:

- Copy to Clipboard
- Add Items to Buckets
- Show Item Details
- Make Item Bookable
- Book Item Now
- Show Last Few Circulations
- Edit Items
- Transfer Items to Previously Marked Volume
- Link as Conjoined Items to Previously Marked Bib Record
- Add Volumes
- Mark Library as Volume Transfer Destination
- Add Items
- Edit Volumes
- Mark Volume as Item Transfer Destination
- Transfer Volumes to Previously Marked Library
- Delete Items
- Delete Volumes
- Request Item
- Mark Item Damaged
- Mark Item Missing
- Print Item Spine Labels
- Replace Barcode** (highlighted)
- Save Columns

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A new tab will open with the Volume and Copy Creator:

Library	# of volumes	Classification	Prefix	Call Number	Suffix	# of Copies	Barcode / Part Designation
HMMPL	1	Generic		BT HOME		1	33946002047392

**NOTE:** If you edit the call number at this point, the call number for this item will be changed, but the old call number will be retained as an empty volume. Be sure to delete the old call number if it is no longer needed.

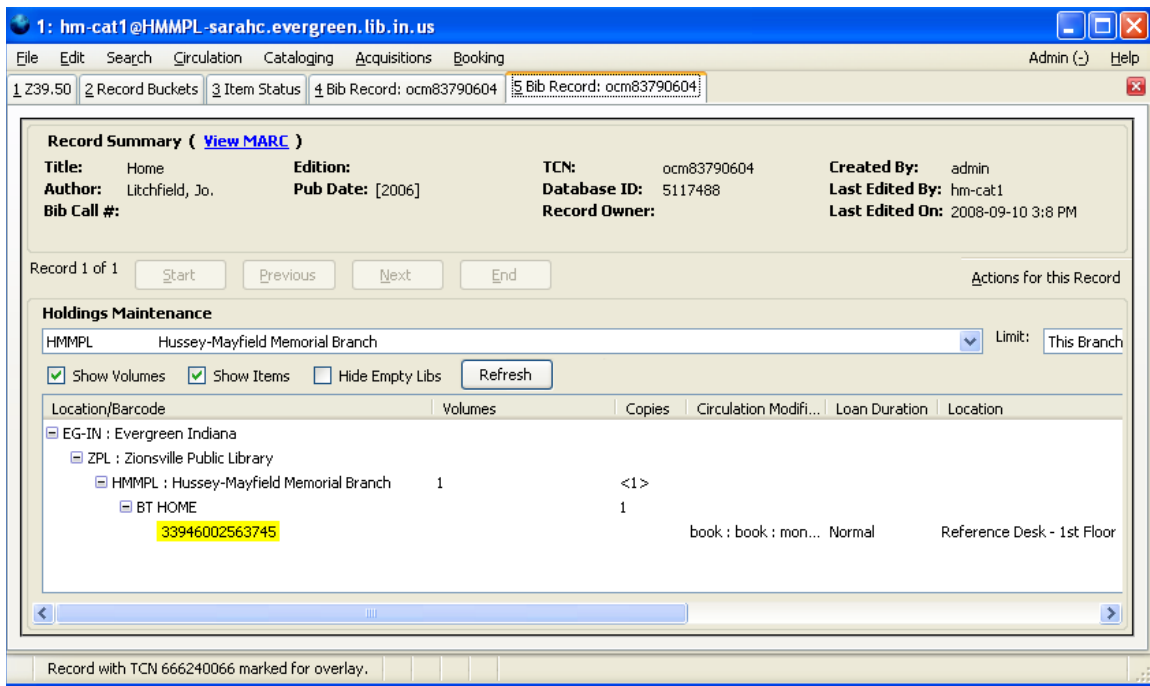
The existing barcode will be highlighted. Scan or enter the new barcode into the box. Then click the **Re-barcode/Update Items (Alt + R)** button:

Library	# of volumes	Classification	Prefix	Call Number	Suffix	# of Copies	Barcode / Part Designation
HMMPL	1	Generic		BT HOME		1	33946002563745

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The tab will close, and your barcode will be replaced, as shown highlighted below:



**NOTE:** The right-most tab will be displaced when the replace barcode tab closes. If your item record was not opened in the right-most tab, you will have to click on the correct tab to see the change.

## Edit then Re-barcode

You can also change item attributes when you re-barcode. Instead of clicking Re-barcode, click **Edit then Re-barcode (Alt + E)**:

The screenshot shows the 'Create or Re-barcode Items' window. At the top, there are tabs for '1. 239.50', '2. Bib Record: ocn732354894', '3. Bib Record: i0446578754', '4. Item Status', '5. Bib Record: ocm83790604', and '6. Create or Re-barcode Items'. Below the tabs is a 'Record Summary ( View MARC )' section with fields for Title, Author, Edition, Pub Date, TCN, Database ID, Record Owner, Created By, Last Edited By, and Last Edited On. The 'Volume and Copy Creator' section has dropdown menus for Classification, Prefix, Call Number, Suffix, and BATCH, with an 'Apply' button. Below that is a table for 'Library # of volumes' with columns for Library, # of volumes, Classification, Prefix, Call Number, Suffix, # of Copies, and Barcode / Part Designation. At the bottom, there are checkboxes for 'Auto-Generate Barcodes?', 'Use Checkdigit', and 'Print Labels?'. On the right side, there are two buttons: 'Re-barcode / Update Items' and 'Edit then Re-barcode', with the latter being circled in red.

The **Copy Editor** will open:

The screenshot shows the 'Copies' window. At the top, there are tabs for '1. 239.50', '2. Bib Record: ocn732354894', '3. Bib Record: i0446578754', '4. Item Status', '5. Bib Record: ocm83790604', and '6. Copies'. Below the tabs is a 'Record Summary ( View MARC )' section with fields for Title, Author, Edition, Pub Date, TCN, Database ID, Record Owner, Created By, Last Edited By, and Last Edited On. The 'Copy Editor' section has a 'Templates' dropdown menu and buttons for 'Apply', 'Delete', 'Import', 'Export', 'Save', and 'Reset'. Below that are several panels: 'Identification' (Status, Barcode, Creation Date, Creator, Last Edit Date, Last Editor), 'Location (1)' (Location/Collection, Circulation Library, Owning Lib : Call Number, Copy Number), 'Circulation (2)' (Circulate?, Holdable?, Age-based Hold Protection, Loan Duration, Fine Level, Circulate as Type, Circulation Modifier), 'Miscellaneous (3)' (Alert Message, Deposit?, Deposit Amount, Price, OPAC Visible?, Reference?), and 'Statistics (4)' (Library Filter, EG-IN : Legacy Item Cat1, EG-IN : Legacy Item Cat2, HMMPL : Legacy Home Location, HMMPL : Legacy Item Type). At the bottom right, there are buttons for 'Copy Notes', 'Modify Copies', and 'Close', with 'Modify Copies' being circled in red.

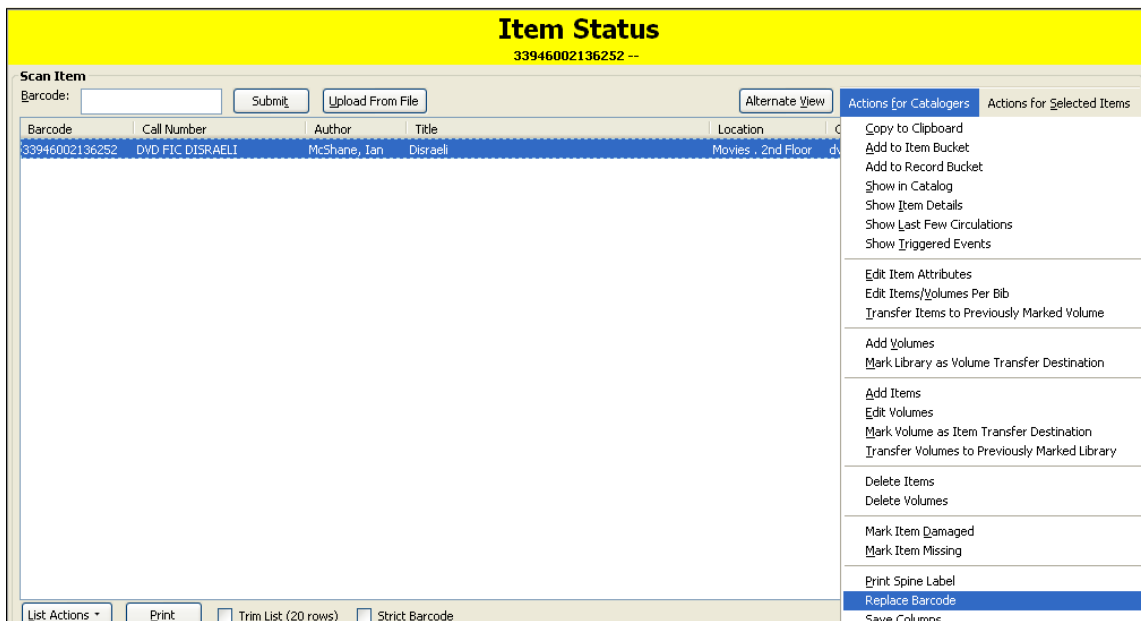
You can change the item attributes as desired. If needed, see **Chapter 17-- Using the Copy Editor**. Then click **Modify Copies (Alt + M)**. Your item attributes and barcode will both be updated.

## Replacing barcodes from the Item Status Screen

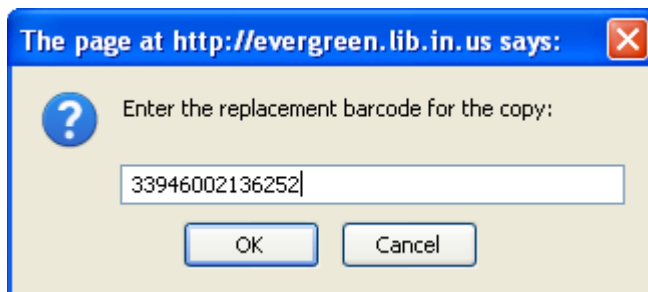
You can also replace barcodes from the Item Status screen. Hit the **F5** function key to open the item status screen, or see **Chapter 15 – The Item Status Screen** for more information on how to access Item Status.

To replace a barcode, scan or enter the item into the barcode box.

Then highlight the barcode line that you wish to replace. You can right-click, click on **Actions for Selected Items (Alt + S)**, or click on **Actions for Catalogers (Alt + F)**. Select **Replace Barcode** from the drop-down list.



A dialog box will open where you can enter the barcode:



Scan or enter the new barcode. Click **OK**, if needed. Your barcode will be replaced and your screen should refresh to display the new barcode number.

**NOTE:** If you scan it, you may not need to click the **OK** button.