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

**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:
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 Copy Editor will open:

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 click the OK button.

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