

Edit Record Sets using the Bulk Change Tool

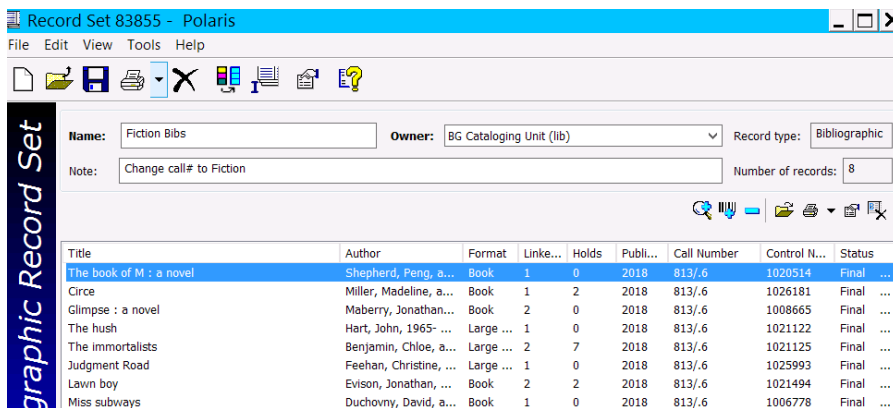
Edit Bibliographic Records

There are several changes you can make to the **Bib Records** using Bulk Change in Polaris:

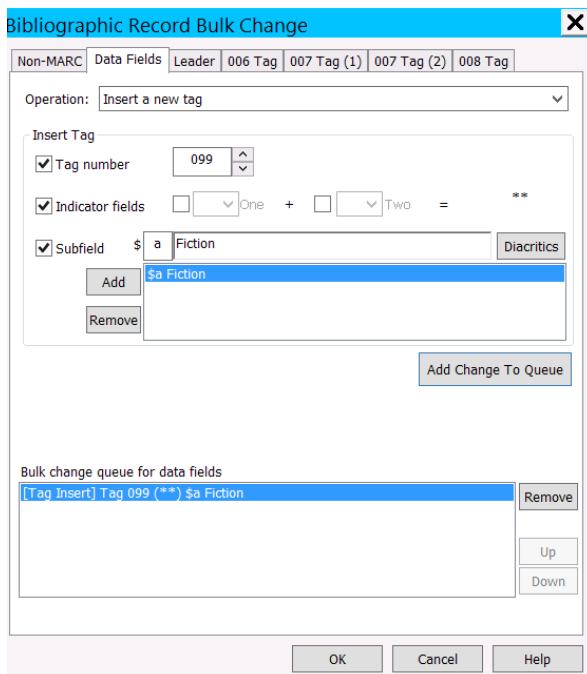
- A. Add a Call Number field
- B. Add a Genre field

A. Add a Call Number field

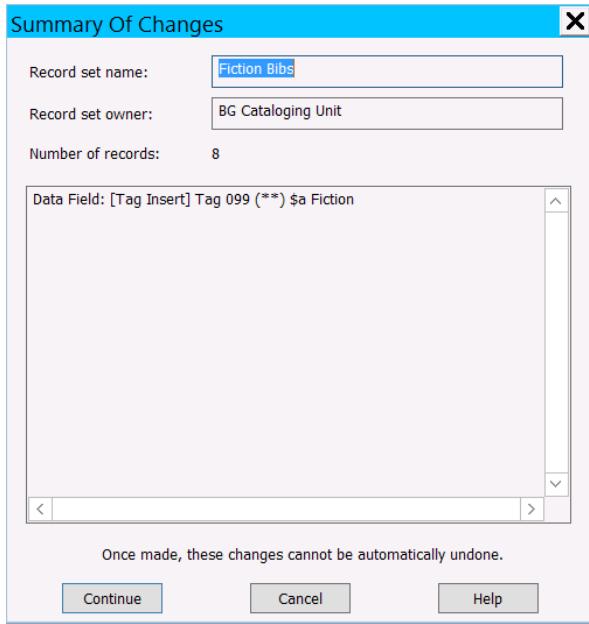
1. Save the bib records you want to edit in a record set.



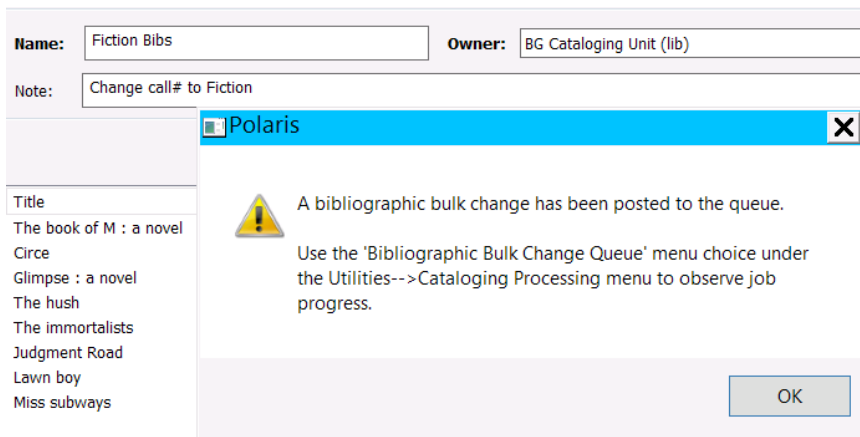
2. To add the **same Call#** to all the bib records in the set, Click **Bulk Change** icon > Click **Data Fields** tab > Operation: **Insert a new tag** > Tag number **099** > \$ a > enter **Fiction** > **Add** > **Add Change To Queue** > **OK**



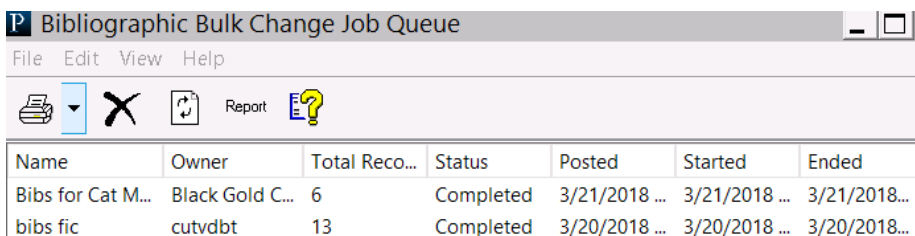
3. A Summary of Changes menu pops up. Check to make sure you want to make that change > **Continue** (or Cancel to start again).



4. The message “A bibliographic bulk change has been posted to the queue.” pops up > **OK**



5. To view the Bibliographic Bulk Change Job Queue > Click **Utilities** > **Cataloging Processing** > **Bibliographic Bulk Change Job Queue**. When the Status is **Completed** > **Close** Bibliographic Bulk Change Job Queue.



6. **Save** the record set and the Call Number should now appear as **Fiction**:

Record Set 83855 - Polaris

Name: Fiction Bibs Owner: BG Cataloging Unit (lib) Record type: Bibliographic

Note: Change call# to Fiction Number of records: 8

Title	Author	Format	Linke...	Holds	Publi...	Call Number	Control N...	Status
The book of M : a novel	Shepherd, Peng, a...	Book	1	0	2018	Fiction	1020514	Final ...
Circe	Miller, Madeline, a...	Book	1	2	2018	Fiction	1026181	Final ...
Glimpse : a novel	Maberry, Jonathan...	Book	2	0	2018	Fiction	1008665	Final ...
The hush	Hart, John, 1965- ...	Large ...	1	0	2018	Fiction	1021122	Final ...
The immortalists	Benjamin, Chloe, a...	Large ...	2	7	2018	Fiction	1021125	Final ...
Judgment Road	Feehan, Christine, ...	Large ...	1	0	2018	Fiction	1025993	Final ...
Lawn boy	Evison, Jonathan, ...	Book	2	2	2018	Fiction	1021494	Final ...
Miss subways	Duchovny, David, a...	Book	1	0	2018	Fiction	1006778	Final ...

B. Add a Genre field

1. **Save** the bib records you want to edit in a record set.
2. To add the **same Genre** to all the bib records in the set, **Open** the record set > Click **Bulk Change** icon > Click **Data Fields** tab > Operation: **Insert a new tag** > Tag number **655** > Indicator fields Click Two > Scroll down to 7 > \$ **a** > enter **Mystery fiction.** > **Add** > Unclick Indicator field Two > \$ **2** > enter **gsafd** > **Add** > **Add Change To Queue** > **OK**

Bibliographic Record Bulk Change

Operation: Insert a new tag

Insert Tag

Tag number 655

Indicator fields One + Two = **

Subfield \$ 2 gsafd

Add \$a Mystery fiction.
\$2 gsafd

Remove

Add Change To Queue

Bulk change queue for data fields

[Tag Insert] Tag 655 (**) \$a Mystery fiction. \$2 gsafd

Remove

Up

Down

OK Cancel Help

7. Check the **List of Genres** for the correct terms, punctuation, capitalization, subfields, etc.
8. A Summary of Changes menu pops up. Check to make sure you want to make that change > **Continue** (or Cancel to start again).

9. The message “A bibliographic bulk change has been posted to the queue.” pops up > **OK**
10. To view the Bibliographic Bulk Change Job Queue > Click **Utilities > Cataloging Processing > Bibliographic Bulk Change Job Queue**. When the Status is **Completed** > **Close** Bibliographic Bulk Change Job Queue.
11. **Save** the record set > Open a bib and it should now have the Mystery genre added:
655 7 #aMystery fiction.#2gsafd

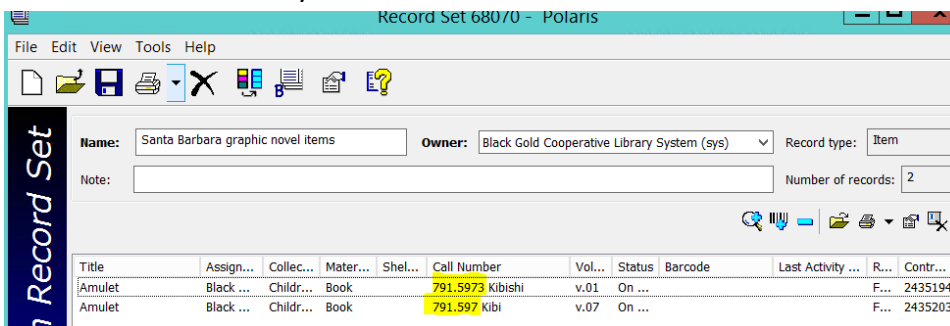
Edit Items Records

There are several changes you can make to the **Item Records** using Bulk Change in Polaris:

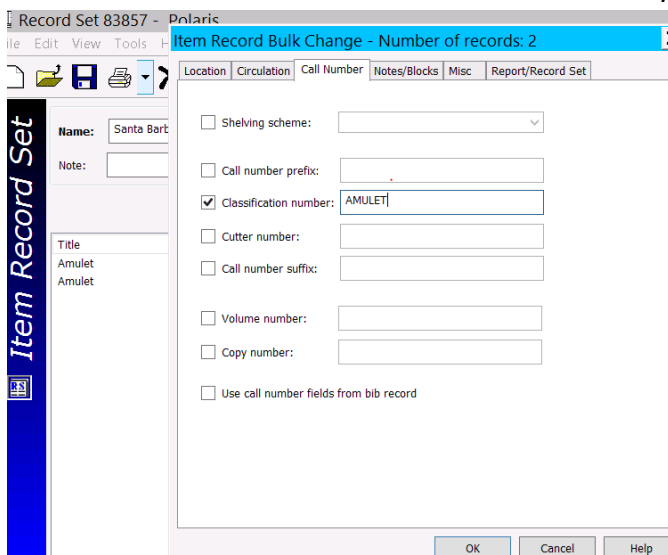
- A. Change Item Call#
- B. Remove the Item Cutter
- C. Change the Shelf location
- D. Change the Collection

A. Change Item Call#

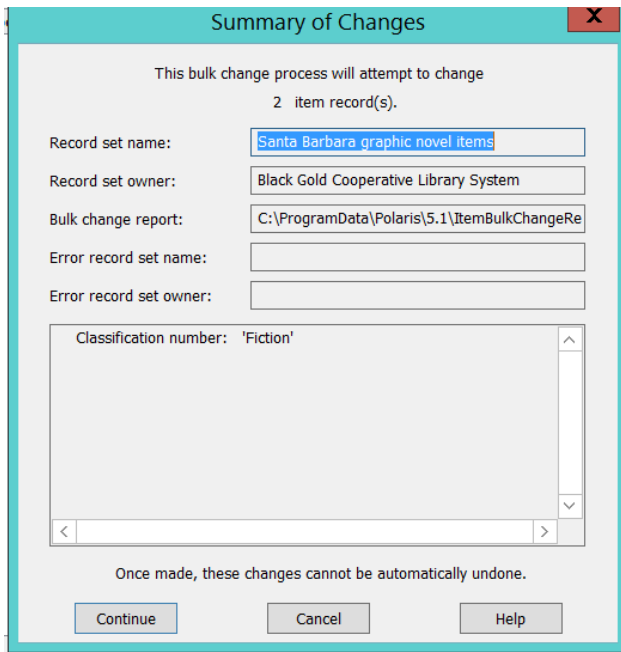
1. **Save** the item records you want to edit into an item record set.



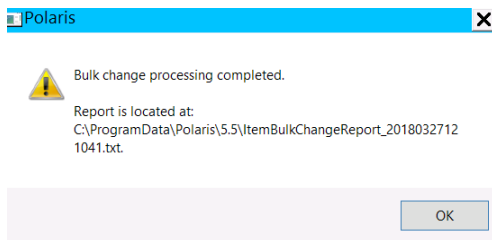
2. To **change the item Call#**, click **Bulk Change** icon > Click **Call Number** tab > Check mark next to **Classification number:** > enter the call number you want to change it to: **AMULET** > **OK**



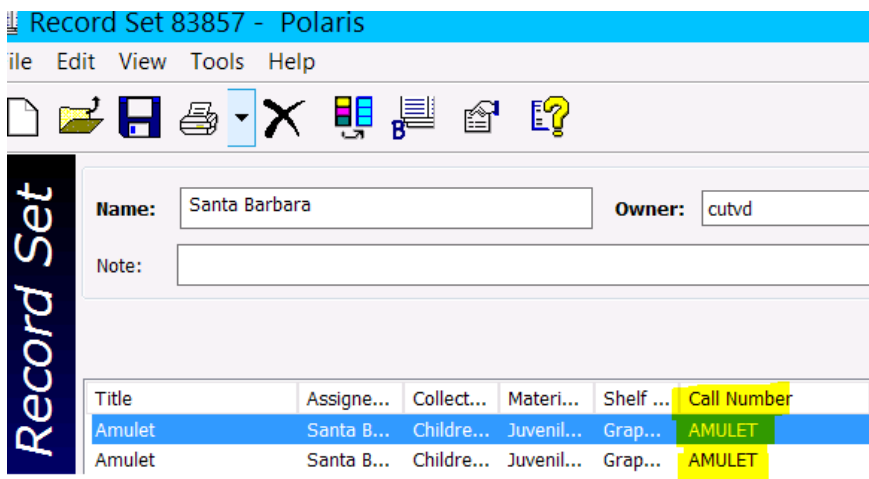
- A Summary of Changes menu pops up > check to make sure you want to make that change > **Continue** (or Cancel to start again).



- A "Bulk change processing completed." Message will pop up > **OK**



- The Call Number column will now display the new call# **AMULET**:



B. Remove the Item Cutter

1. **Save** the bib records you want to edit in a record set.
2. To **remove the Cutter** click **Bulk Change** icon > Click **Call Number** tab > Check mark next to **Cutter number:** > leave the field next to Cutter number **blank** > **OK**

File Edit View Tools Help

Name: Santa Barbara graphic novel items Owner: Black Gold Cooperative Library System (sys) Record type: Item

Note: Number of records: 2

Title	Assign...	Collec...	Mater...	Shel...	Call Number	Vol...	Status	Barcode	Last Activity ...	R...	Contr...
Amulet	Black ...	Childr...	Book		791.5973 Kibishi	v.01	On ...			F...	2435194
Amulet	Black ...	Childr...	Book		791.597 Kibi	v.07	On ...			F...	2435203

Item Record Bulk Change - Number of records: 2

Location Circulation Call Number Notes/Blocks Misc Report/Record Set

Shelving scheme: [dropdown]

Call number prefix: [text box]

Classification number: [text box]

Cutter number: [text box]

Call number suffix: [text box]

Volume number: [text box]

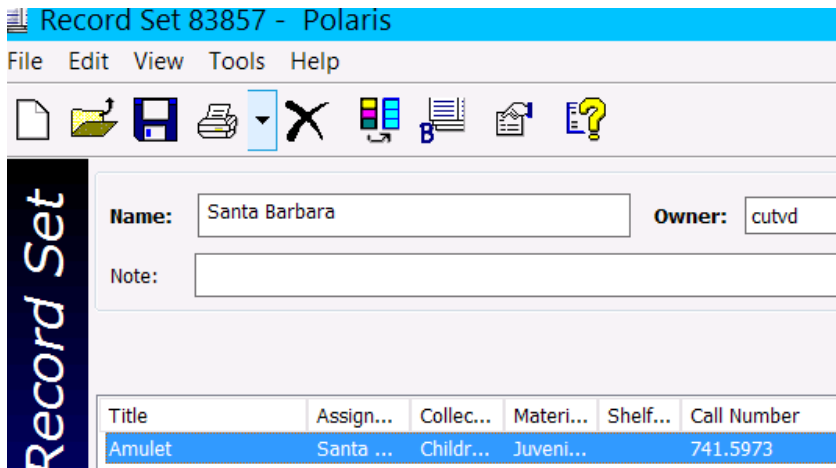
Copy number: [text box]

Use call number fields from bib record

OK Cancel Help

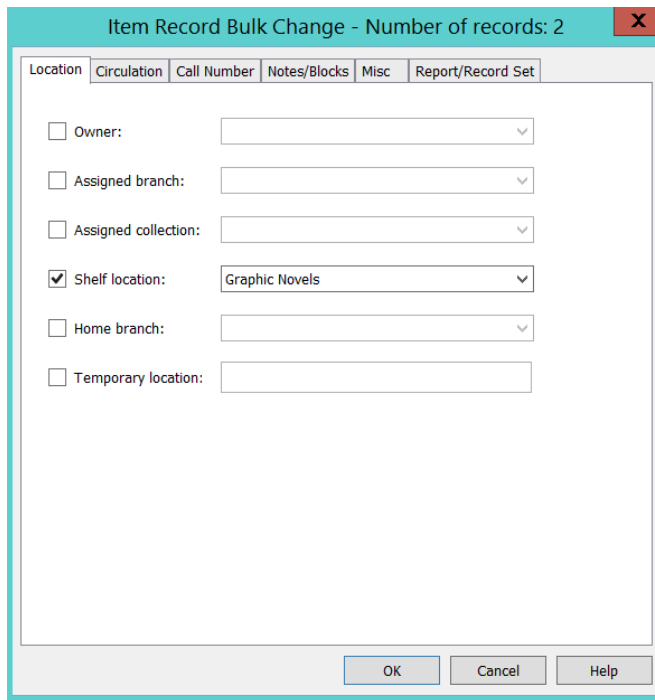
3. A Summary of Changes menu pops up > check to make sure you want to make that change > **Continue.**
4. A "Bulk change processing completed." Message will pop up > **OK**

5. The Call Number column will now display the call# **without the Cutter**:



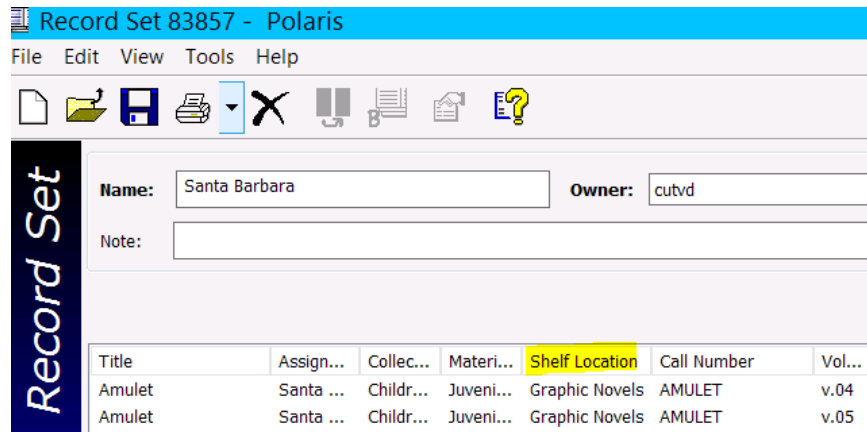
C. Change the Shelf location

1. **Save** the bib records you want to edit in a record set.
2. To **change the Shelf location** click **Bulk Change** icon > Click **Location** tab > Check mark next to **Shelf Location:** > choose **Graphic Novels** or other location from the drop down menu > **OK**



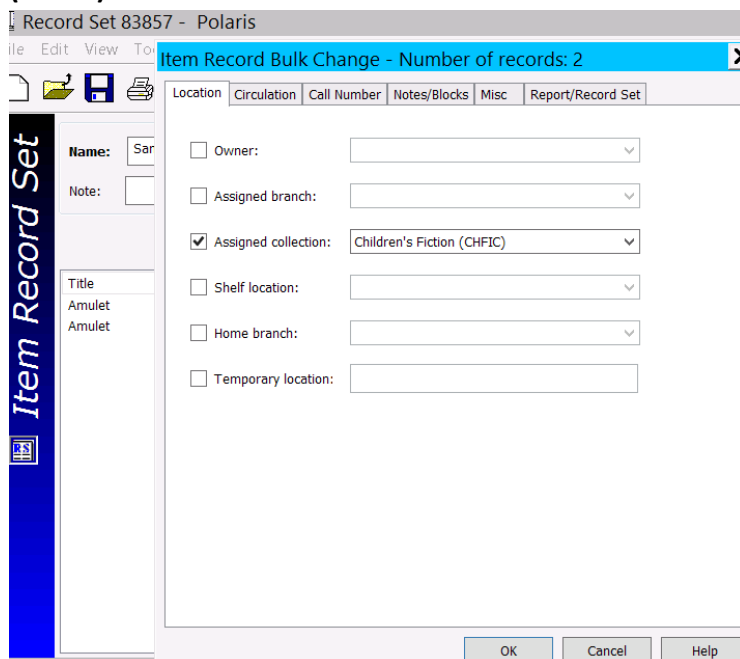
3. A Summary of Changes menu pops up > check to make sure you want to make that change > **Continue**.
4. A "Bulk change processing completed." Message will pop up > **OK**

5. The Shelf Location column will now display as **Graphic Novels**:



D. Change the Collection

1. **Save** the bib records you want to edit in a record set.
2. To **change the Collection** click **Bulk Change** icon > Click **Location** tab > Check mark next to **Assigned collection:** > choose **a collection** from the drop down menu **Children's Fiction (CHFIC)** > **OK**



3. A Summary of Changes menu pops up > check to make sure you want to make that change > **Continue**.
4. A "Bulk change processing completed." Message will pop up > **OK**

5. The **Assigned Collection** column will now display the **Children's Fiction**:

Record Set 83857 - Polaris

File Edit View Tools Help

Record Set

Name: Owner:

Note:

Title	Assig...	Collection	Mate...	Shelf Loca...	Call Number	V...
Amulet	Santa...	Children's Fiction...	Juve...	Graphic N...	AMULET	v.05
Amulet	Santa...	Children's Fiction...	Juve...	Graphic N...	AMULET	v.04