Discover how to change the branch location or shelving location for multiple local holdings records in WorldShare Record Manager.

**Overview**

When you change the branch location for multiple items, you are identifying several items by searching for them by barcode. You can then move the items to a different branch location. All parts or issues represented by a local holdings record are updated when you change the branch or shelving location for multipart or serial item.

When you change the shelving location for multiple items, you are identifying several items by searching for them by barcode. You can then move the items to a different permanent or temporary shelving location. This feature supports workflows where you need to move items from their permanent shelving location to a special location for a temporary collection (new books, holiday books, course reserves) or move them back from a temporary shelving location to their permanent location.

Note: The 876 $r information is not available for item-level changes. Consequently, for items that have this information, the subfield will not be updated.

**Change the branch location for multiple items**

Note:

- This action is only available when you have selected at least one, but no more than 100, records from the results list.
- If you change the branch, any temporary shelving locations associated with the items will be removed.
- If you perform a barcode search, you can scan or enter up to 100 barcodes; however, you need to leave a space between each barcode entry. The system interprets this space as the Boolean OR between each barcode.

1. From the Scope drop-down list, select My LHRs.
2. From the Index drop-down list, select an index.
3. In the Term(s) text field, enter your search terms. The text field will expand to fit your search terms, if needed.
   Or
   - From the sub-selection drop-down list(s), select the relevant options.
4. Click Search.
5. (Optional) Filter your search results.
6. Select one or more LHRs for which you want to change the branch location.
   Note: The Select All box (upper-left corner of results table) only selects the records on the current page. To expand the number of records on a page, select 20, 50, or 100 from the Rows drop-down list.
7. Select Change Branch from the Actions drop-down menu.
8. From the Change Branch dialog:
   a. Select a **new branch location** from the Branch drop-down list.
   b. Select a **new shelving location** from the Shelving Location drop-down list.
9. For Branch drop-down list, select a **branch**.
10. For Shelving Location, select a new **shelving location** from the drop-down list.
11. Click **Change**.

**Change the shelving location for multiple items**

**Note:**

- This action is only available when you have selected at least one, but no more than 100, records from the results list.
- A barcode search is required to update temporary shelving locations.
- If you perform a barcode search, you can enter up to 100 barcodes; however, you need to leave a space between each barcode entry. The system interprets this space as the Boolean OR between each barcode.

1. From the Scope drop-down list, select **My LHRs**.
2. From the Index drop-down list, select an **index**.
   Note: The **Barcode** index must be selected to update the temporary shelving location.
3. In the Term(s) text field, enter your **search terms**. The text field will expand to fit your search terms, if needed. **Or**
   From the sub-selection drop-down list(s), select the relevant options.
4. Click **Search**.
5. **(Optional).** Filter your search results.
6. Select **one or more LHRs** for which you want to change the shelving location.
   Note: The Select All box (upper-left corner of results table) only selects the records on the current page. To expand the number of records on a page, select **20, 50, or 100** from the Rows drop-down list.
7. Select **Change Shelving Location** from the Actions drop-down list.
8. From the Change Shelving Location:
   a. Select a location from the Move To section.
      - **Permanent Shelving Location** - This action will remove all items in the local holdings records.
      - **Temporary Shelving Location** - If selected, select one of these options:
        - Move all items that matched my search query
        - Move all items in LHR
   b. Select a **new shelving location** from the Shelving Location drop-down list.
9. Click **Change**.