Learn how to change the branch location and shelving location for multiple items.

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 items.

You can also use the Digby mobile application to update the permanent or temporary location of monographs. Your Digby user account will need an appropriate staff role. See Digby app FAQ for additional information.

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.

From WorldShare Circulation:

1. Select Discovery Items.
2. Under Data Type, select Local Holdings Records.
3. Under Scope, select My LHRs.
4. From the Index drop-down list, select an index.
5. In the Term(s) text field, enter your search terms. The text field will expand to fit your search terms, if needed.
6. Click Search.
7. (Optional). Filter your search results.
8. Select one or more records 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.
9. Click on the Actions drop-down menu and select Change Branch.
10. 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.

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.

• 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.

• This option only appears if the selected items initially belong to the same Branch Location.

From Discover Items:

1. Select Local Holdings Records under Data Type.

2. Select My LHRs under Scope.

3. From the Index drop-down list, select an index.

4. In the Term(s) text field, enter your search terms. The text field will expand to fit your search terms, if needed.

5. (Optional). Filter your search results.

6. Select one or more records 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**: If selected, only items that matched your search query are moved to the new Shelving Location.
         
         ▪ **Move all items in LHR**: If selected, all items associated with the LHR are moved.
      
   b. Select a new shelving location from the Shelving Location drop-down list.

9. Click Change.