Learn how to change a call number in a catalogue in Amlib.

1. In Amlib navigate to Main > Catalogue > Catalogue screen
2. Enter a search criteria in the Search Term box and select F5 Query
3. Double click on an appropriate search type – for example All Keyword
4. Highlight the **Call Number** line and select the **Delete** button on the right side of the screen.
5. Click **Yes** to the following prompt

6. Click the **Insert** button on the right hand side of the screen

7. Scroll to the call number tag and **double click** on it
8. Enter the new call number into the **Search Term** box and click **F5 Query**
9. If the call number already exists, highlight the link and click **F3 Replace**. If the call number does not already exist, the following prompt will display, select **OK**

10. If the call number does not already exist click **F2 NewAuth**
11. The information will be inserted to the first subfield line, make any necessary correction to the punctuation and case. If you are unsure what the subfields are, click **F6 Table**.
12. Click **F3 Update**

13. Close the Authority Replace screen
14. The new call number now displays in the catalogue record. Click **F3 Update**
15. Your system may not be set to refresh the Stockitem call number when the Catalogue call number is updated. Many sites have local call numbers, such as TR 852.35 or JNF 854.36 and don’t want these changed when the Catalogue record is changed. If you do want to also refresh the Stockitem to have the same call number as the newly changed catalogue record, select the **Holdings** button on the Catalogue record.
16. Select Item > RefreshFromCat
17. If there is more than one Stockitem, each Stockitem will possibly need to be refreshed individually.
<table>
<thead>
<tr>
<th>Item No</th>
<th>Cat Ref No</th>
</tr>
</thead>
<tbody>
<tr>
<td>86904</td>
<td>36523</td>
</tr>
</tbody>
</table>

**Title:** Exploring Harry Potter / by Elizabeth D. Schafer.

**Author:** SCHAFER ELIZABETH

**Publisher:** Osprey, FL : Beacham Pub. Corp., c2000.

**ISBN/ Series:** Beacham’s sourcebooks for teaching young adult f

**Subject:** Young adult fiction, English - History and criticism.

**Call Number:** F ROWL

**Description:**

**Location Perm:** CHELSEA

**Temp:** CHELSEA

**Floor:**

**Origin/Source:**

**For Loan (Y/N):**

**Received:** 15/04/2011

**Group:** LIBRARY

**ILL Library:**

**ILL Ren:**

**ILL Due:**

**ITEM TYPE:** N

**MEMOS:** 0

**On Loan:**

**Due:**

**On Order:**

**Reo:**

**Seq:** 1

**Set:** 1

**Size:** 200

**Last Modified:** 15/04/2011 2:50:00 PM by STAFF

**Temporary location**