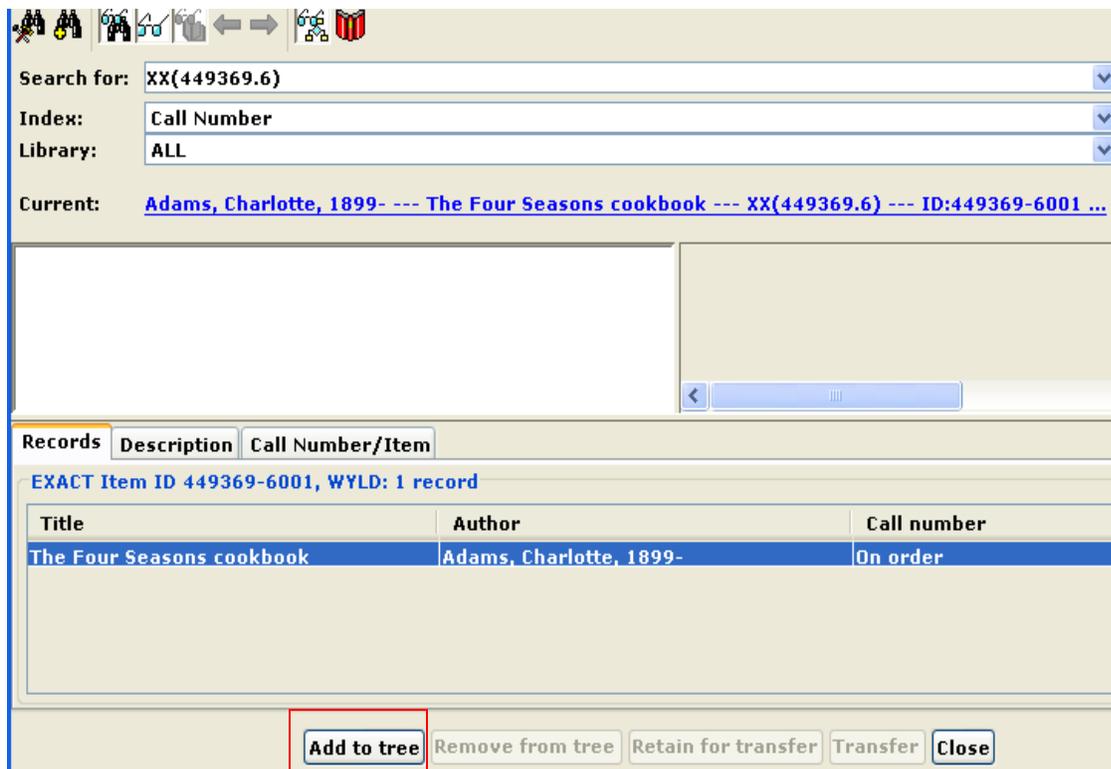


## WYLD TECHNOTE: Transfer Barcode from one Call Number to another Call Number on the Same Bibliographic Record

Library staff can transfer barcodes from one call number to another call number on the same bibliographic record without having to manually remove the item and re-add it to the appropriate call number.

1) Retrieve the record using the Transfer Wizard found in the grouping of Special wizards in the Cataloging Toolbar. The title will display in the lower third of the screen.



The screenshot shows the WYLD software interface. At the top, there is a toolbar with various icons. Below the toolbar, there are three dropdown menus: "Search for:" with the value "XX(449369.6)", "Index:" with the value "Call Number", and "Library:" with the value "ALL". Below these is a "Current:" field displaying a blue hyperlink: "Adams, Charlotte, 1899- --- The Four Seasons cookbook --- XX(449369.6) --- ID:449369-6001 ...".

Below the search area is a large empty rectangular box. At the bottom of the interface, there is a "Records" tab with three sub-tabs: "Description", "Call Number/Item", and "Records". The "Records" sub-tab is active, showing a table with the following data:

Title	Author	Call number
The Four Seasons cookbook	Adams, Charlotte, 1899-	On order

At the bottom of the interface, there are several buttons: "Add to tree" (highlighted with a red box), "Remove from tree", "Retain for transfer", "Transfer", and "Close".

The Records tab displays the title entry as shown above.

Click on the Description tab to see the bibliographic description of the highlighted record.

Click on the Call Number/Item tab to see the call numbers and barcodes linked to that highlighted record.

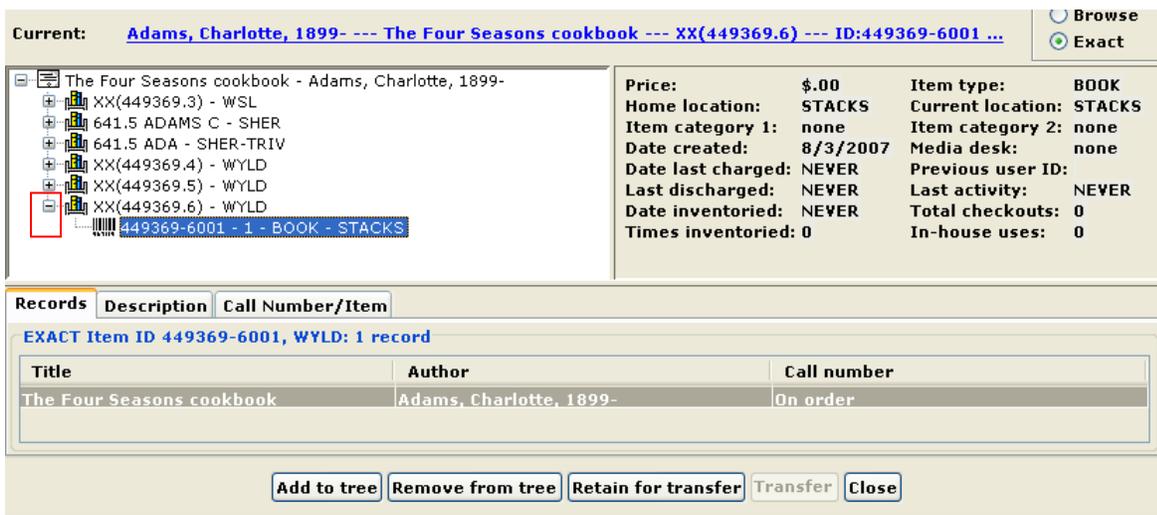
2) Click on highlighted title for the transfer.

3) Click on Add to tree button. The selected record will be entered into the "Tree" in the center portion of the screen.

4) Click on plus sign next to title to expand the title in the Tree to see call numbers/barcodes so call number selection can be made.



5) Click on plus sign next to the selected call number to expand that entry so the barcode associated with that call number displays. \*Double clicking on the call number will also reveal the barcode. \* The plus sign turns into a minus sign.



6) Click on the barcode to be transferred.

Current: [Adams, Charlotte, 1899- — The Four Seasons cookbook — XX\(449369.6\) — ID:449369-6001 — Ctrl#:19780030802645 — Copy:1](#)

- [-] The Four Seasons cookbook - Adams, Charlotte, 1899-
  - [+] 641.5 ADAMS C - SHER
  - [+] 641.5 ADA - SHER-TRIV
  - [+] XX(449369.4) - WSL
  - [+] XX(449369.5) - WSL
  - [+] XX(449369.6) - WSL
    - 449369-6001 - 1 - BOOK - STACKS**

Price: \$0.00    Item type: BOOK  
 Home location: STACKS    Current location: STACKS  
 Item category 1: none    Item category 2: none  
 Date created: 1/22/2009    Media desk: none  
 Date last charged: Never    Previous user ID:  
 Last discharged: Never    Last activity: Never  
 Date inventoried: Never    Total checkouts: 0  
 Times inventoried: 0    In-house uses: 0

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Records | Description | Call Number/Item |

EXACT Item ID 449369-6001, WSL: 1 record

Title	Author	Call number
The Four Seasons cookbook	Adams, Charlotte, 1899-	On order

Add to tree Remove from tree Retain for transfer Transfer Close

7) Click on Retain for Transfer button.

8) Click on Call number in the Tree to which selected barcode will be moved as illustrated below.

Current: [Adams, Charlotte, 1899- — The Four Seasons cookbook —](#)

- [-] The Four Seasons cookbook - Adams, Charlotte, 1899-
  - [+] 641.5 ADAMS C - SHER
  - [+] 641.5 ADA - SHER-TRIV
  - [+] **XX(449369.4) - WSL**
    - 449369-4001-1 - BOOK - STACKS
    - 449369-4002-2 - UNKNOWN - UNKNOWN
  - [+] XX(449369.5) - WSL
  - [+] XX(449369.6) - WSL
    - 449369-6001 - 1 - BOOK - STACKS**

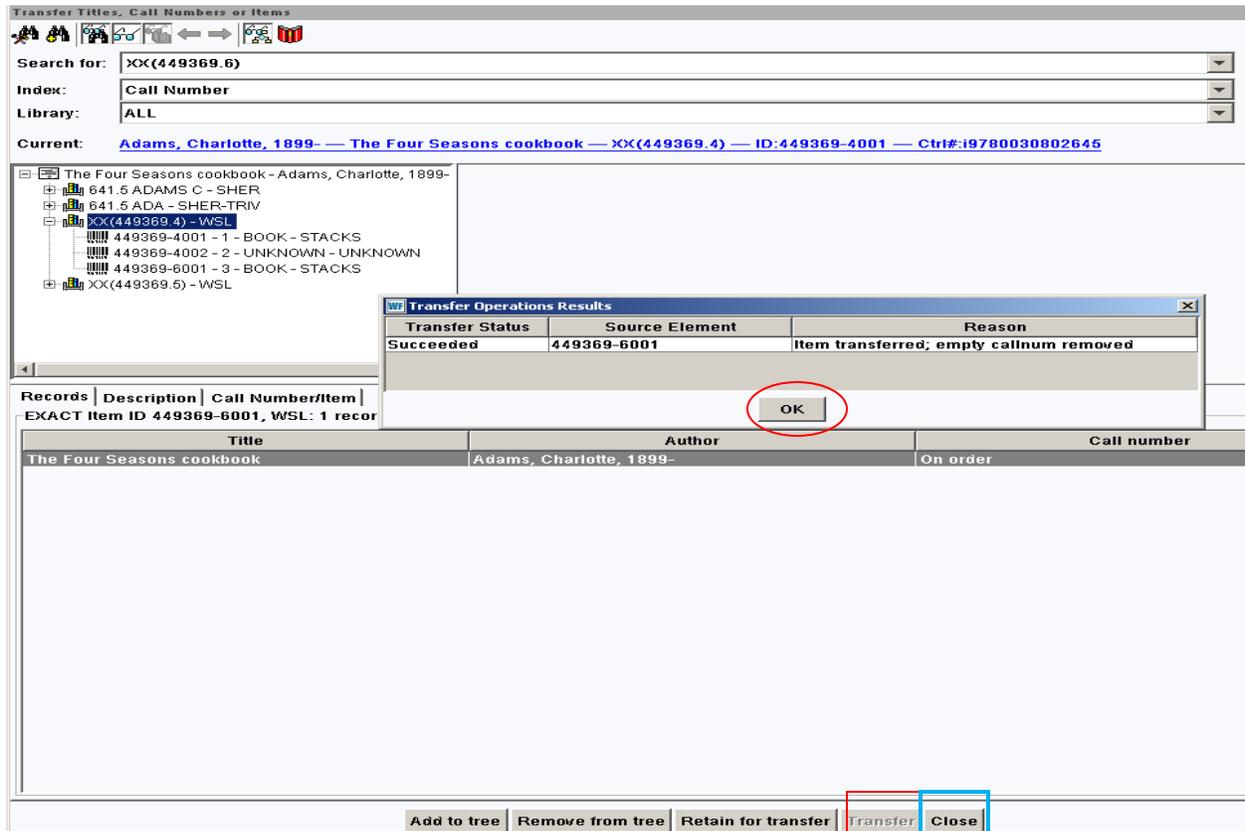
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Records | Description | Call Number/Item |

EXACT Item ID 449369-6001, WSL: 1 record

Title	Author	Call number
The Four Seasons cookbook	Adams, Charlotte	

9) Click Transfer button to move selected barcode to new call number on the same record. When transfer has been made, the Transfer button grays out.



10) After clicking the Transfer button, "Transfer Operations Results" window will appear with notification status of transfer.

11) Click OK button in "Results" window to close that window.

12) Click Close button to leave the Transfer Wizard.