

WYLD TECHNOTE: Transfer Call Number from one Bibliographic Record to Another

Library staff can transfer their library's call number and its barcode(s) from one bibliographic record to another bibliographic record without having to manually remove holdings from one record and add them to another record. This automatic transfer process retains transactions on barcodes moved.

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

The screenshot shows the 'Transfer Titles, Call Numbers or Items' wizard interface. On the left, there are several menu sections: 'Common Tasks' (Call Number and Item Main..., Label Designer, SmartPort, Item Search and Display, Check Item Status, Help, Print), 'Title Maintenance' (Add Title, Modify Title, Duplicate Title, Delete Title, Call Numbers ...), 'Item Maintenance', 'Authority Maintenance', and 'Special' (Bound-with, Transfer Titles, Call Num..., Review Title). The 'Special' menu item 'Transfer Titles, Call Num...' is highlighted with a red box. The main window displays search criteria: 'Search for: indian killer', 'Index: Title', 'Library: ALL', and 'Current: Lamb, Ruth Mary. — Mary's way : a memoir of the life of Mary Coo...'. Below this, there is a table with the following data:

Records	Description	Call Number/Item
EXACT Title indian killer, ALL: 3 records		
	Title	Author
	Indian Killer	Alexie, Sherman, 1966-
	Indian Killer [sound recording]	Alexie, Sherman, 1966-
	Indian killer	Alexie, Sherman, 1966-

The Records tab displays the title entries as shown above.

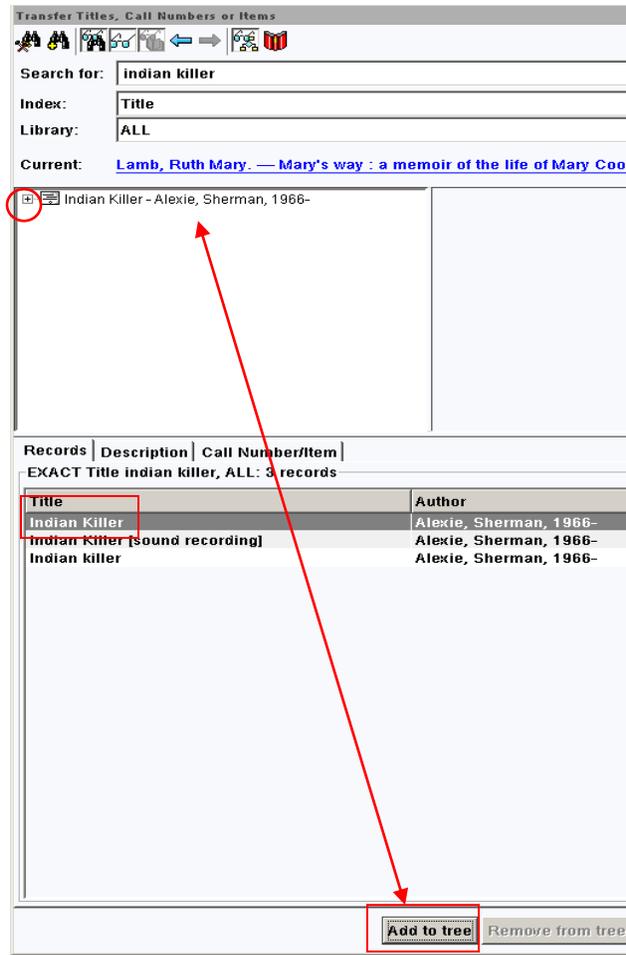
Click on the Description tab to see the bibliographic description of the highlighted record.

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

Each record retrieved may be viewed in the manner described above to verify which record has the call numbers and barcode(s) that will be moved to another record.

2) Click on title with the call number and barcode to be transferred.

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 that title to expand the title to see call numbers/barcodes so call number selection can be made.

5) Click on plus sign next to selected call number that will be transferred to another record. This expands the call number entry so the barcode associated with that call number displays. The plus sign turns into a minus sign.

6) Click on Retain for Transfer button.

Current: [Lamb, Ruth Mary. — Mary's way : a memoir of the life of Mary Co... — 759.9787 BACK — ID:3909204697:](#)

- Indian Killer - Alexie, Sherman, 1966-
 - FICTION AL279I - ALBY
 - FICTION AL27I - ALBY-CENT
 - FIC ALEXIE - CRKSD-MOHS
 - ALEXIE - FREM-RIVT**
 - 39092064019922 - 1 - BOOK - ON-SHELF**
 - FIC ALEXIE, S. - PARK-MEET
 - 813.64 AL26I - SHRC
 - F ALEXIE S - SHER-CLEAR
 - FICA ALEX - SWTR-RKSP

Records | Description | Call Number/Item

EXACT Title indian killer, ALL: 3 records

Title	Author	
Indian Killer	Alexie, Sherman, 1966-	Warner Books ed.
Indian Killer [sound recording]	Alexie, Sherman, 1966-	
Indian killer	Alexie, Sherman, 1966-	1st ed.

Add to tree Remove from tree **Retain for transfer** Transfer Close

7) Select the record to which the call number will be transferred by highlighting that new title.

Current: [Lamb, Ruth Mary. — Mary's way : a memoir of the life of Mary Co... — 759.9787 BACK — ID:390920469](#)

Indian Killer - Alexie, Sherman, 1966-

- FICTION AL279I - ALBY
- FICTION AL27I - ALBY-CENT
- FIC ALEXIE - CRKSD-MOHS
- ALEXIE - FREM-RIVT**
 - 39092064019922 - 1 - BOOK - ON-SHI**
- FIC ALEXIE, S. - PARK-MEET
- 813.54 AL26I - SHRC
- F ALEXIE S - SHER-CLEAR
- FICA ALEX - SWTR-RKSP

Indian killer - Alexie, Sherman, 1966-

- AMIND PS 3651 .L35774 I56 1996 - CWC
- 39092064019922 - 1 - BOOK - ON-SHI

Personal Author [Alexie, Sherman, 1966-](#)
Title [Indian killer / Sherman Alexie.](#)
Edition 1st ed.
Publication info New York : Atlantic Monthly Press, c1996.

Title	Author	Call Number/Item
Indian Killer	Alexie, Sherman, 1966-	Warner Books eo
Indian Killer [sound recording]	Alexie, Sherman, 1966-	
Indian killer	Alexie, Sherman, 1966-	1st ed.

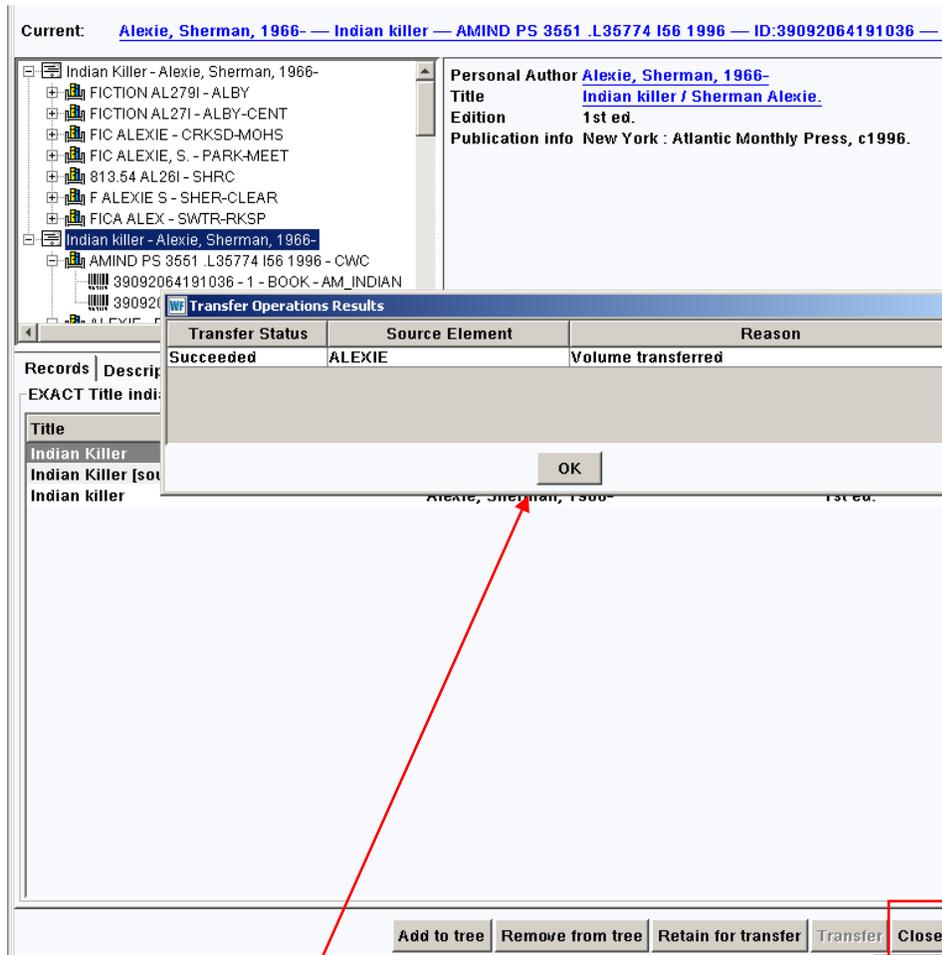
EXACT Title indian killer, ALL: 3 records

Add to tree **Remove from tree** **Retain for transfer** **Transfer** **Close**

8) Click Add to Tree button to move the second title to center portion of the screen.

9) Click Transfer button to move call number from first bibliographic record to this new bibliographic record.

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



11) Click OK button in “Results” window to close this window.

12) Click Close button to leave the Transfer Wizard.