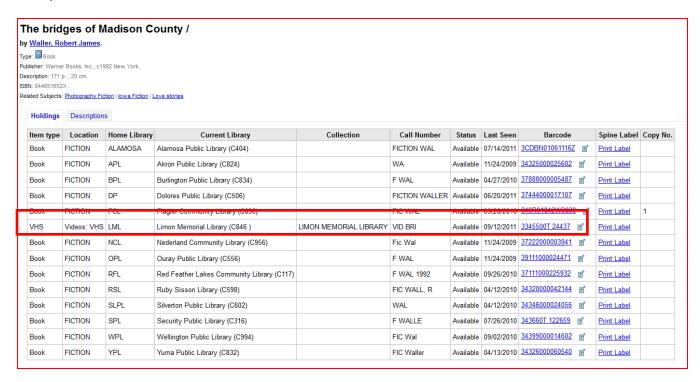
Moving an item from one bib to another.

Use these instructions if an item is not on the correct bib.

*If a correct bib for the item you want to move is not already in the catalog, you must first add a correct bib.

In Cataloging, import a bib that matches the item that needs to be moved and then follow the instructions to move the item.

Example – a VHS item is on a book bib and needs to be moved to a VHS bib.



To move an item to another bib you will be moving the barcode.

- 1. Copy the barcode if the item you want to move.
- 2. Search for a correct bib in the catalog.

(If there is more than one correct bib, choose the best match for that item first and then the bib with the most items.)

3. On the bib you want to move the item, click on **New** and choose Item which takes you to **Add Item**



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4. Enter the barcode you want to move in the barcode field and click on **Add Item**.



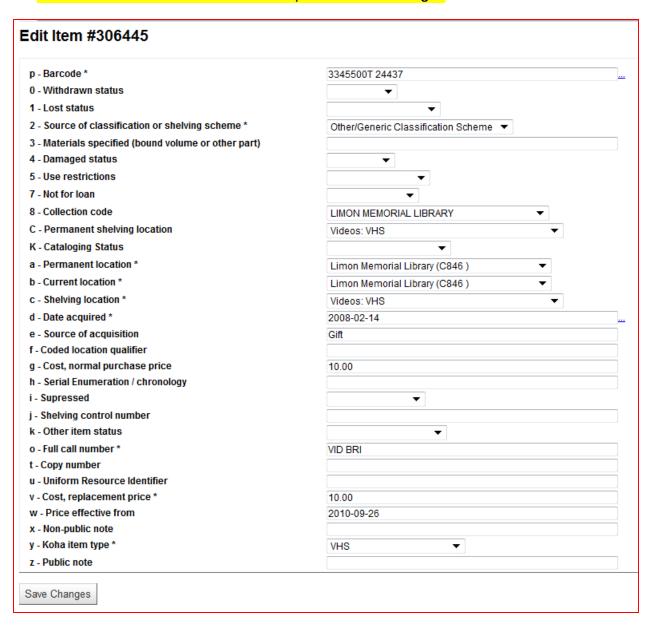
This menu will display



5. Click OK if you would like to continue with moving the item. (Click Cancel if you do not.)

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6. Revise the item information if necessary and click Save Changes.



The item will then appear on the bib.



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