Batch and Global Updates

Batch and Global Updates allow you to make instant changes to a large part of your collection.

Batch Update

Batch updates are designed to make changes to a section or your collection.

Go to Catalog->Update Copies->Batch Update

You can change the call number prefix or the circulation type. For example, you may want to change books labeled 92 to BIO to have consistency in your call numbers for inventory and reporting purposes. You may want to circulate certain reference books so need to change their circulation type from regular to reference.

Step 1. Decide the change you want to make. The example below is changing the circulation type of books to regular.

You need to identify the books to change by scanning them to create a barcode list or identifying them in the catalog through a Resource List. For directions on Resource Lists, refer here: https://nycdoe.libguides.com/ld.php?content_id=2323103
Global Update

Global Updates are changes you make to an entire of your collection. For example, changing all books labeled B to BIO

This will change every copy with B to BIO. Please note you can only change lettered prefixes. (F to FIC or E to PIC). You cannot change 741.5 to GN to 920 to BIO. To make those changes, you need to do a Batch Update.