Genres
To assign books to a particular genre

Go to Catalog=>Resource List

Give the list a name of the Genre you want to add.

You don’t need to make this list public.

Go Back to Library Search and do a search for the books to add for your genre list. Keyword should find most of the results or if you know the specific books, look them up! Click to add them to the list.

Once your list is complete, go to Catalog->Update Copies->Batch Update
1. Select the copy field to Change Sublocation to:

Update the following Library information...

Change Sublocation to : Undefined
- Select a copy field -
- Select a copy field -

2. Change Undefined to the sublocation you want.
3. Update all copies in List. Choose the Resource List you created from the drop-down menu.

Update all copies in: List  Animal Books for 6th Grade

View List

Click Update!