Global Changes Function on Items List

The **Global Changes** function on the Items tab allows you to make changes on a selected set of items on a bibliographic record. The set of items that will be retrieved is determined by the filters in the Select By part of the form. The changes are made according to the values set in the Change To part of the form.

*Note: If the items are linked to a holdings record, the fields in the item record that are taken from the holdings record (sublibrary, collection, call number type, call number) will not be changed by **Global Changes**.*

The **Global Changes** window has two sections:

- Select by – for entering filters for item records to include in the change
- Change to – for entering the new field values

To make changes for a selected group of items:

1. Highlight an item on the Items List.
2. Click on the Global Changes button to get to the Global Changes window. Some of the fields in the Select By section will already be filled in with values taken from the selected item. The HOL Link will be highlighted.

3. Edit the Select By section as needed to retrieve the appropriate items. You may erase or change the values in these fields as desired.

You may also enter in any field:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>Include all values for this field</td>
</tr>
<tr>
<td>-</td>
<td>Only select items that do not have a value in this field</td>
</tr>
<tr>
<td>blank</td>
<td>Ignore this field</td>
</tr>
</tbody>
</table>
HOL Link
Retrieve items that have this HOL Link. The HOL Link is the system number of the Holdings record to which this item is linked.

Copy Number
Retrieve items that have this Copy Number.

Collection
Retrieve items that have this Collection. You may choose a different Collection from the drop-down list.

Sublibrary
Retrieve items that have this Sublibrary. You may choose a different Sublibrary from the drop-down list.

Note: You will only be allowed to change items for the Sublibrary for which you are authorized.

Item Status
Retrieve items that have this Item Status. You may choose a different Item Status from the drop-down list.

Item Process Status
Retrieve items that have this Item Processing Status. You may choose a different Item Processing Status from the drop-down list.

Remote Storage ID
Retrieve items that have this Remote Storage ID. You may choose a different Remote Storage ID from the drop-down list.

Year
Retrieve items that have this year in Chron.Level 1 (I) (Year) from Tab 5 Serial Levels.

Note: You must use four digits to indicate the year (e.g. 1997 instead of just 97). You may also use slashes (e.g. 1997/1998 to indicate that a volume starts at some point within one year and ends 12 months later in the following year) and hyphens (e.g. 1998-1999 to indicate that a volume runs from the beginning of one year to the end of the following year). To identify a serial by its volume alone and not by its year, leave the Year field blank.

Volume
Retrieve items that have this volume number in Enum.Level.1 (A) (Vol.) from Tab 5 Serial Levels.
Note: This information is intended for a multi-volume work. If the item is a single-volume work, leave the field blank.

Call Number
Retrieve items that have this Call Number. The small box is for Call Number Type and the large box is for the Call Number.

Material Type
Retrieve items that have this Material Type. You may choose a different Material Type from the drop-down list.

Arrival Date
Retrieve items that have this Arrival Date. You may also enter the following:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/1900</td>
<td>Dummy date to retrieve all items regardless of Arrival Date</td>
</tr>
<tr>
<td>00/00/0000</td>
<td>Dummy date to retrieve items that do not have an Arrival Date</td>
</tr>
</tbody>
</table>

Order Number
Retrieve items that have this Order Number. You may choose a different Order Number from the drop-down list.

Subscription No.
Retrieve items that have this Subscription No. This is the sequence number on the Subscription List on Serials Tab. You may choose a different Subscription No. from the drop-down list.

4. Once you have edited the Select By section, edit the Change To section.

Note: All of the filter fields can be changed except for Year/Volume. If the call number is controlled by a Holdings record, it cannot be changed (although you can change the HOL Link which could change the call number). You may also use the Temp Location field in order to change the item’s Temp Location status.

Some special notes on specific fields:

HOL Link

| ZZ  | To unlink item from Holding |

Item Process Status

| ZZ  | To change Item Process Status to BLANK |

Remote Storage ID
To change Remote Storage ID to BLANK

**Arrival Status**

<table>
<thead>
<tr>
<th>Date</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/1900</td>
<td>“do NOT change the Arrival Date”</td>
</tr>
<tr>
<td>00/00/0000</td>
<td>change the Arrival Date to zeroes</td>
</tr>
</tbody>
</table>

**Order Number**

| ZZ | To change Remote Storage ID to BLANK |

**Subscription**

| 0  | To remove Subscription Sequence Number   |

5. Once you have edited the Change To section, click on Ok. You will be asked to confirm that you want to make the changes.
6. Click on Yes (or hit Enter) to make the changes. You will be taken back to the Items list.