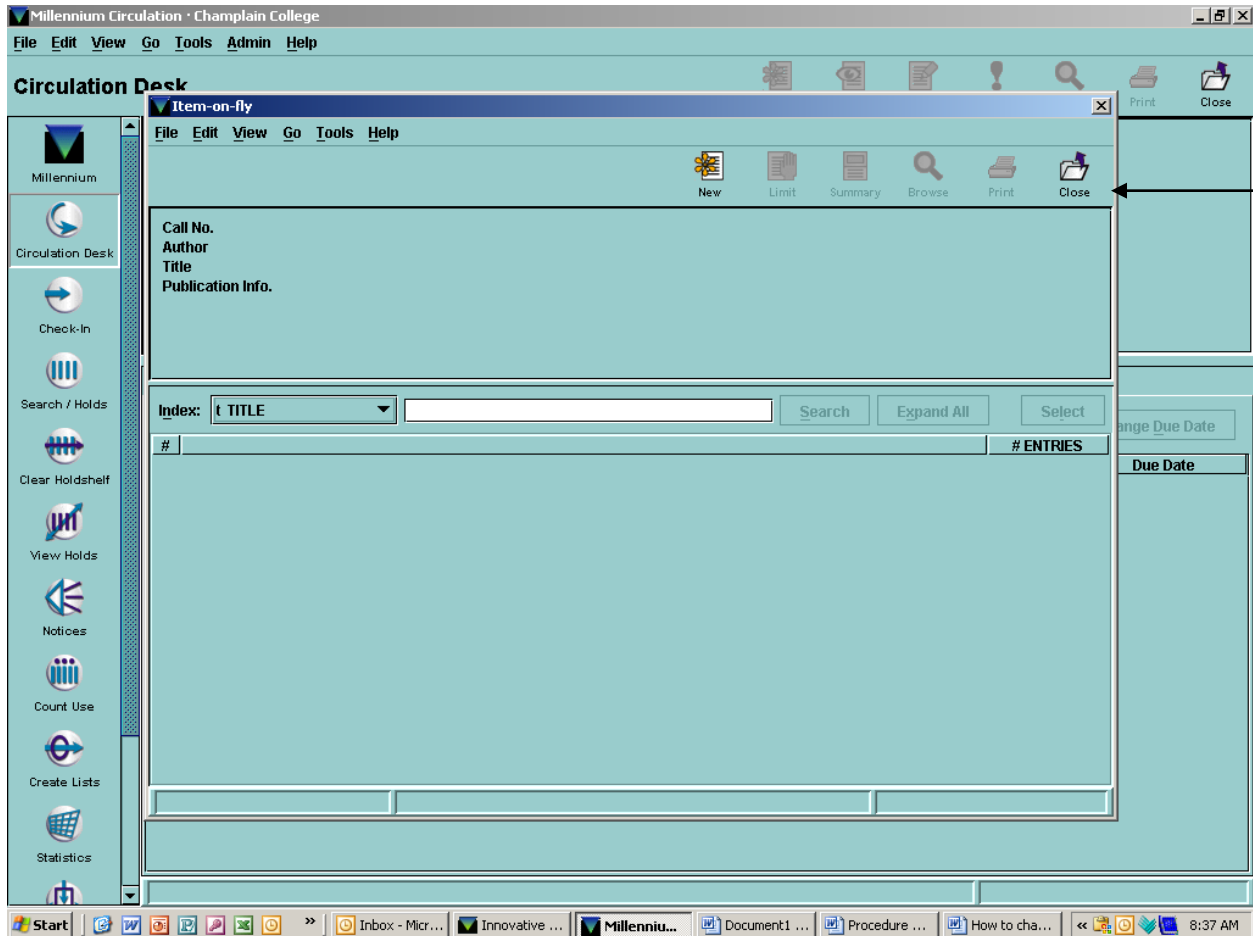


HOW TO CHANGE THE BARCODE OF A BOOK (Circulation Coordinators Only)

How to change the barcode of a book from the **reclassified Children's books**
or a book that has been recovered:

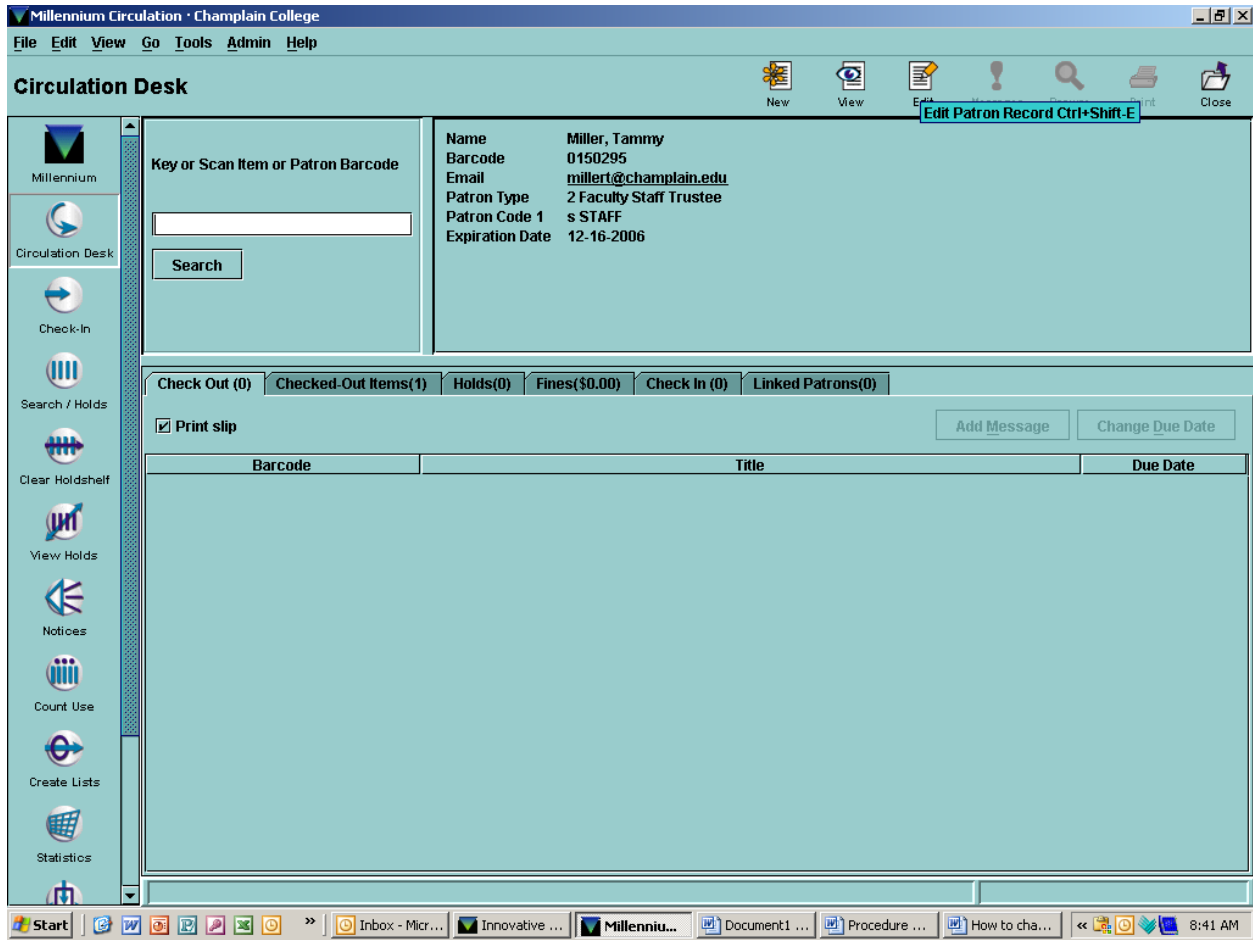
Once you scan the book and see the following message box:



You want to check to see if the book is actually in system, so you would click on the "close" button.

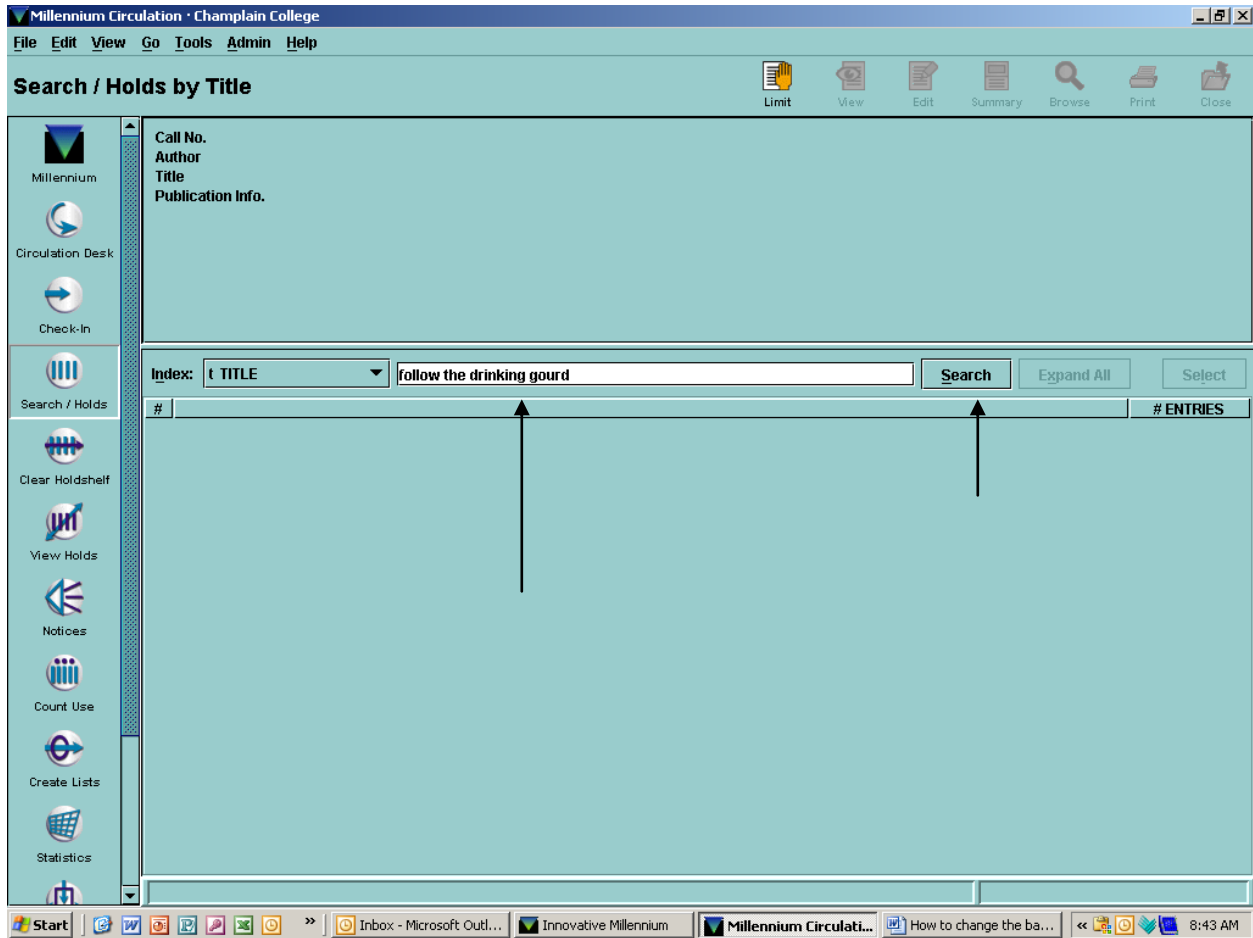
Appendix C

Next, you want to search for the book in the “search/hold” located on the left column.



Appendix C

Once you click on the “search/hold” button, you want to enter the title of the book:



Press “enter” or click on the “search” button to bring up the item.

If the book is not in our system go the “**how to add an “item on the fly”**” (pg 12 in Appendix C).

Appendix C

If the book is in our system the record will appear:

The screenshot shows the Millennium Circulation interface for Champlain College. The window title is 'Millennium Circulation · Champlain College · b10294491'. The menu bar includes File, Edit, View, Go, Tools, Admin, and Help. The main area is titled 'Search / Holds by Title' and displays the following information:

Author Winter, Jeanette.
Title Follow the drinking gourd / story and pictures by Jeanette Winter.
LOCATIONS cjbbk

Below this, there are tabs for 'Summary', 'Record i10328737', '0 Item-Level Holds', and '0 Bib-Level Holds'. A 'View' dropdown is set to 'h Hold'. There are buttons for 'Hold Copy Returned Soonest', 'Hold Selected Item', and 'Transfer Holds'. A table below shows the record details:

#	Recnum	Call Num	Barcode	Location	Due Date	Holds
1	i10328737	PCT Wint,J Foll 1992	0207600289343	cjbbk	AVAILABLE	0

At the bottom of the window, it says '10328737 Not checked out' and '1 Attached Item Records'. The taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 8:46 AM.

You want to click on record to get into the books information.

Appendix C

This will show you the books barcode number. Check to see if all the information is correct like the call number and author. If you have the right book go to the next step. If you are unsure leave the book for Tammy or Sarah.

Millennium Circulation · Champlain College · i10328737

File Edit View Go Tools Admin Help

Search / Holds by Title

Insert Save View Edit Summary Browse Export Print Close

b10294491

Author Winter, Jeanette.
 Title Follow the drinking gourd / story and pictures by Jeanette Winter.
 LOCATIONS cjbbk

Summary Record i10328737 0 Item-Level Holds 0 Bib-Level Holds

i10328737 Last Updated: 08-11-2006 Created: 07-14-2005 Revisions: 10

Copy No.	0	Last Checkin	--	Last Checkout Date	-- : --
Item Code 1	0	Inventory Date	--	Location	cjbbk Children's-3rd Floor
Item Code 2	- ---	Checkin Location	0	Loanrule	0
Item Type	0 Book	No. of Renewals	0	Status	- AVAILABLE
Price	\$0.00	No. of Overdues	0	Internal Use	0
Checkout Date	-- : --	Overdue Date	--	Copy Use	0
Checkout Location	0	Item Use 3	0	Item Message	- NO MESSAGE
Due Date	--	Recall Date	--	OPAC Message	- ---
Patron No.	0	Total Checkouts	0	Year-to-Date Circ	0
Last Patron	0	Total Renewals	0	Last Year Circ	0

Call No. 099 PICT Wint, J Foll 1992
 Item Field 952 200103b0207600289343|c050|nPZ7.W7547 F6
 Barcode 0207600289343

i10328737 Not checked out Edit Mode (INS)

Start | Inboxes - Microsoft Out... | Innovative Millennium | Millennium Circulati... | How to change the ba... | 8:48 AM

Appendix C

You want to highlight the old barcode number to replace it with the new number:

Millennium Circulation · Champlain College · i10328737

File Edit View Go Tools Admin Help

Search / Holds by Title

Insert Save View Edit Summary Browse Export Print Close

b10294491

Author Winter, Jeanette.
 Title Follow the drinking gourd / story and pictures by Jeanette Winter.
 LOCATIONS cjbbk

Summary Record i10328737 0 Item-Level Holds 0 Bib-Level Holds

i10328737 Last Updated: 08-11-2006 Created: 07-14-2005 Revisions: 10

Copy No.	0	Last Checkin	- -	Last Checkout Date	- - :
Item Code 1	0	Inventory Date	- -	Location	cjbbk Children's-3rd Floor
Item Code 2	- ---	Checkin Location	0	Loanrule	0
Item Type	0 Book	No. of Renewals	0	Status	- AVAILABLE
Price	\$0.00	No. of Overdues	0	Internal Use	0
Checkout Date	- - :	Overdue Date	- -	Copy Use	0
Checkout Location	0	Item Use 3	0	Item Message	- NO MESSAGE
Due Date	- -	Recall Date	- -	OPAC Message	- ---
Patron No.	0	Total Checkouts	0	Year-to-Date Circ	0
Last Patron	0	Total Renewals	0	Last Year Circ	0

Call No. 099 PICT Wint, J Foll 1992
 Item Field 952 200103 b0207600289343 ic050 in PZ7.W7547 F6
 Barcode 0207600289343

↑

i10328737 Not checked out Edit Mode (INS)

Start | Inbox - Microsoft Outlook | Innovative Millennium | Millennium Circulati... | How to change the bar... | 8:53 AM

Appendix C

At this point, you would scan the new barcode number in the record:

Millennium Circulation · Champlain College · i10328737

File Edit View Go Tools Admin Help

Search / Holds by Title

Insert Save View Edit Summary Browse Export Print Close

b10294491

Author Winter, Jeanette.
 Title Follow the drinking gourd / story and pictures by Jeanette Winter.
 LOCATIONS cjbbk

Summary Record i10328737 0 Item-Level Holds 0 Bib-Level Holds

i10328737 Last Updated: 08-11-2006 Created: 07-14-2005 Revisions: 10

Copy No.	0	Last Checkin	--	Last Checkout Date	--
Item Code 1	0	Inventory Date	--	Location	cjbbk Children's-3rd Floor
Item Code 2	- ---	Checkin Location	0	Loanrule	0
Item Type	0 Book	No. of Renewals	0	Status	- AVAILABLE
Price	\$0.00	No. of Overdues	0	Internal Use	0
Checkout Date	-- :	Overdue Date	--	Copy Use	0
Checkout Location	0	Item Use 3	0	Item Message	- NO MESSAGE
Due Date	--	Recall Date	--	OPAC Message	- ---
Patron No.	0	Total Checkouts	0	Year-to-Date Circ	0
Last Patron	0	Total Renewals	0	Last Year Circ	0

Call No. 099 PICT Wint, J Foll 1992
 Item Field 952 200103|b0207600289343|c050|n|P27.W7547 F6
 Barcode 0207600441514

10328737 Not checked out Edit Mode (OVR)

This will replace the old barcode. However, the system will automatically enter a new field.

Appendix C

Just press the “backspace” button to get rid of the new field:

Millennium Circulation · Champlain College · i10328737

File Edit View Go Tools Admin Help

Search / Holds by Title

Insert Save View Edit Summary Browse Export Print Close

b10294491

Author Winter, Jeanette.
Title Follow the drinking gourd / story and pictures by Jeanette Winter.
LOCATIONS cjbbk

Summary Record i10328737 0 Item-Level Holds 0 Bib-Level Holds

i10328737 Last Updated: 08-11-2006 Created: 07-14-2005 Revisions: 10

Copy No.	0	Last Checkin	--	Last Checkout Date	--
Item Code 1	0	Inventory Date	--	Location	cjbbk Children's-3rd Floor
Item Code 2	- ---	Checkin Location	0	Loanrule	0
Item Type	0 Book	No. of Renewals	0	Status	- AVAILABLE
Price	\$0.00	No. of Overdues	0	Internal Use	0
Checkout Date	-- :	Overdue Date	--	Copy Use	0
Checkout Location	0	Item Use 3	0	Item Message	- NO MESSAGE
Due Date	--	Recall Date	--	OPAC Message	- ---
Patron No.	0	Total Checkouts	0	Year-to-Date Circ	0
Last Patron	0	Total Renewals	0	Last Year Circ	0

Call No. 099 PICT Wint, J Foll 1992
Item Field 952 200103|b0207600289343|c050|n|P27.W7547 F6
Barcode 0207600441514

i10328737 Not checked out Edit Mode (OVR)

Start | Inboxes - Microsoft Outlook | Innovative Millennium | Millennium Circulati... | How to change the bar... | 8:56 AM

Now you want to save the information. Click on the “save” button.

Appendix C

Once you click on the “save” button, this will bring up another screen that asks you to perform duplicate checking. Click on the “yes” button:

Millennium Circulation · Champlain College · i10328737

File Edit View Go Tools Admin Help

Search / Holds by Title

Insert Save View Edit Summary Browse Export Print Close

Millennium
Circulation Desk
Check-In

b10294491
Author Winter, Jeanette.
Title Follow the drinking gourd / story and pictures by Jeanette Winter.
LOCATIONS cjbkk

Summary Record i10328737 0 Item-Level Holds 0 Bib-Level Holds

i10328737 Last Updated: 09-26-2006 Created: 07-14-2005 Revisions: 10

Copy No.	0	Last Checkin	- -	Last Checkout Date	- - :
Item Code 1	0	Inventory Date	- -	Location	cjbkk Children's-3rd Floor
Item Code 2	- ---	Checkin Location	0	Loanrule	0
Item Type	0 Book	No. of Renewals	0	Status	- AVAILABLE
Price	\$0.00	No. of Overdues	0	Internal Use	0
Checkout Date	- - :	On Order	0	Copy Use	0
Checkout Location	0	Item		Item Message	- NO MESSAGE
Due Date	- -	Reorder		OPAC Message	- ---
Patron No.	0	Transfer		Year-to-Date Circ	0
Last Patron	0	Transfer		Last Year Circ	0

Call No. 099 PICT Wint,J Foll 1992
Item Field 952 200103|b0207600289343|c050|nPZ7.W7547 F6
Barcode 0207600441514

Perform duplicate checking?
Perform duplicate checking?
Yes No

i10328737 Not checked out Edit Mode (OVR)

Start | Inboxes - Microsoft Outlook | Innovative Millennium | Millennium Circulati... | How to change the bar... | 8:59 AM

Appendix C

Once the duplicate checking is complete, you can close the record:

The screenshot shows the Millennium Circulation software interface for Champlain College. The window title is "Millennium Circulation - Champlain College - i10328737". The menu bar includes File, Edit, View, Go, Tools, Admin, and Help. The toolbar contains icons for Insert, Save, View, Edit, Summary, Browse, Export, Print, and Close. The main area displays record information for i10294491, including Author (Winter, Jeanette), Title (Follow the drinking gourd / story and pictures by Jeanette Winter), and LOCATIONS (cjbbk). Below this, there are tabs for Summary, Record i10328737, 0 Item-Level Holds, and 0 Bib-Level Holds. A summary table shows details for record i10328737, including Copy No., Item Code 1, Item Code 2, Item Type, Price, Checkout Date, Checkout Location, Due Date, Patron No., and Last Patron. A metadata section lists Call No. (099), Item Field (952), and Barcode (0207600441514). The status bar at the bottom indicates "i10328737 Not checked out" and "Edit Mode (OVR)". The Windows taskbar at the bottom shows the Start button and several open applications, including Microsoft Office, Innovative Millen..., Millennium Circ..., and Miller2ptr on CC-..., with the system clock showing 9:06 AM.

Record Information:

Record i10328737 0 Item-Level Holds 0 Bib-Level Holds

Summary Table:

Copy No.	0	Last Checkin	- -	Last Checkout Date	- - :
Item Code 1	0	Inventory Date	- -	Location	cjbbk Children's-3rd Floor
Item Code 2	- ---	Checkin Location	0	Loanrule	0
Item Type	0 Book	No. of Renewals	0	Status	- AVAILABLE
Price	\$0.00	No. of Overdues	0	Internal Use	0
Checkout Date	- - :	Overdue Date	- -	Copy Use	0
Checkout Location	0	Item Use 3	0	Item Message	- NO MESSAGE
Due Date	- -	Recall Date	- -	OPAC Message	- ---
Patron No.	0	Total Checkouts	0	Year-to-Date Circ	0
Last Patron	0	Total Renewals	0	Last Year Circ	0

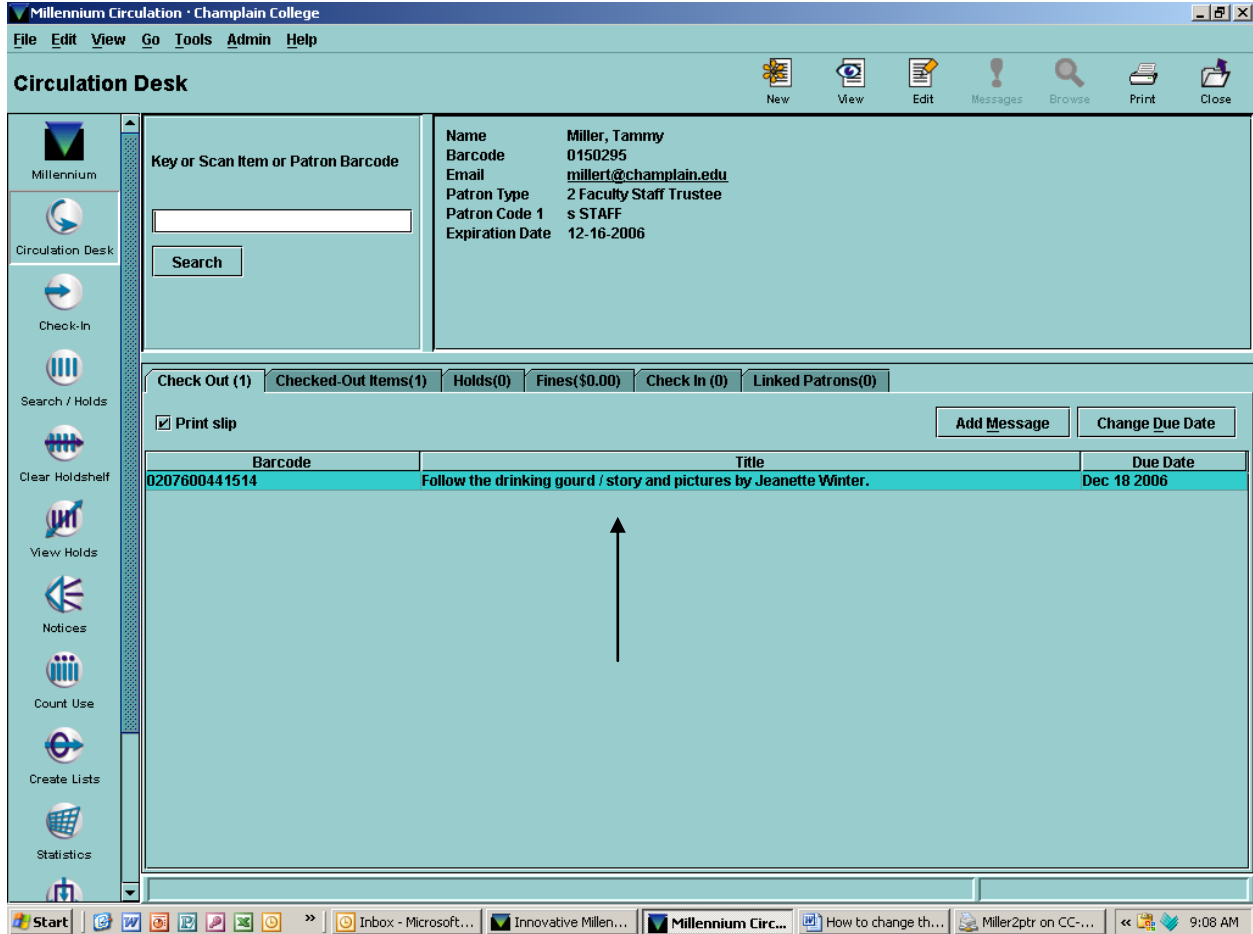
Metadata:

Call No. 099 PICT Wint, J Foll 1992
 Item Field 952 200103**b**0207600289343**c**050**m**P27.W7547 F6
 Barcode 0207600441514

Status: i10328737 Not checked out Edit Mode (OVR)

Appendix C

Now you should be able to check the book out to the patron!



Appendix C