

## **CHANGING ITEM INFORMATION (Different Bib Records)** (rev. 02.04.05)

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*NOTE: This procedure cannot be used to change an item's status to "Checked In", "Checked Out", "Shelving Cart", "Transit Request", "Lost" and "Claimed Returned".*

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- 1) From the **Navigation Bar**, select **Circulation → Group Editor Menu → Item Group Editor**
- 2) In the **Compound Search** box, check off "Append List"
- 3) Search for and retrieve items by choosing from among the "Indexes" listed in the **Compound Search** box and entering your search terms. When finished, close the **Compound Search** box (hit the **ESC** key or click on the "X" in the upper right corner, or on the **Cancel** button)
- 4) Select / highlight all items in the list and hit the **Enter** key (or click on the **Edit** button)
- 5) When the **Batch change Message** box appears, hit the **Enter** key (or click on the **OK** button)
- 6) Make the desired change(s) and save