

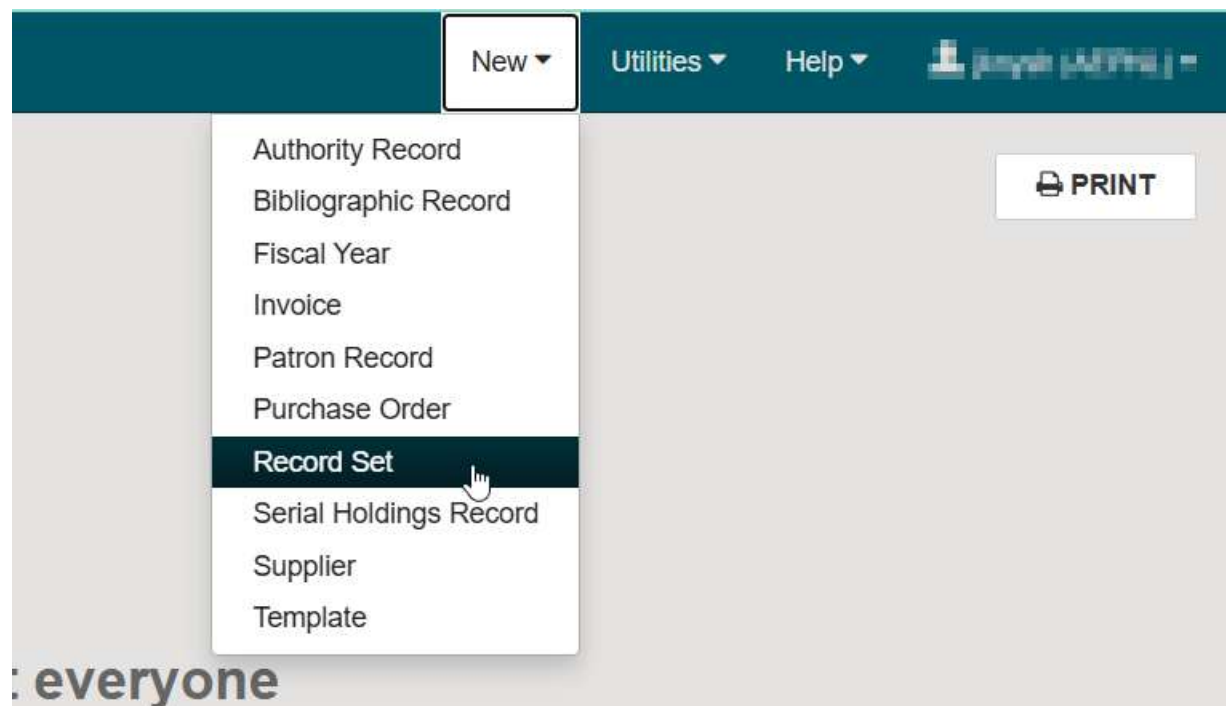
## Bulk Changes

One can use bulk changes to speed the process of changing statuses on many items by adding them to a Record Set, e.g. withdrawing magazines. Bulk changes can also be used to make changes to location, call #, or notes/blocks.

**Note:** Only Items with a status of *In*, *In-Process*, *Bindery*, *Mending*, *Missing*, and *Unavailable* may be changed.

### First create a Record Set

Click on *New*, then “Record Set”



Choose “Item” under *Record Type*



New Record Set

Record Type

Select Record Type

Select Record Type

Authority

Bibliographic

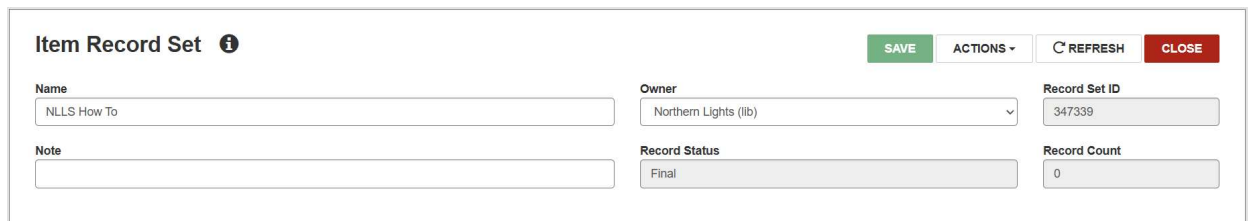
Item

Patron

Weeding

CANCEL

Create a name for the record set and change the owner to your library, then click on “Save”:



Item Record Set ⓘ

SAVE ACTIONS ↕ REFRESH CLOSE

Name NLLS How To

Owner Northern Lights (lib)


Record Set ID 347339

Note

Record Status Final

Record Count 0

Scan or manually enter the barcode in the *Find Tool*:



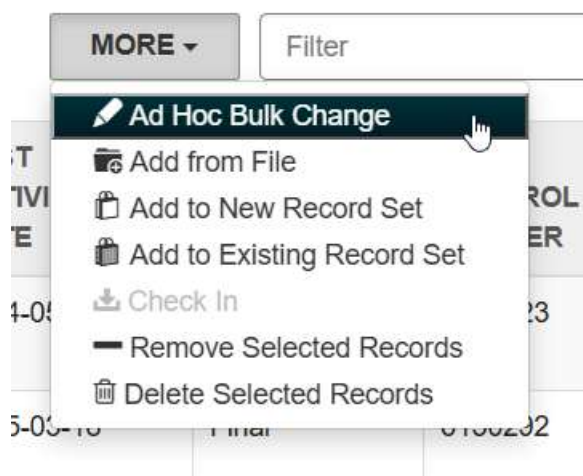
Scan or enter barcode ↵ FIND TOOL MORE ▾ Filter

<input type="checkbox"/>	TITLE	ASSIGNED BRANCH	COLLECTION	MATERIAL TYPE	SHELF LOCATION	CALL NO.	VOL.	STATUS	BARCODE	LAST ACTIVITY DATE	RECORD STATUS	CONTROL NUMBER
<input type="checkbox"/>	Divine justice	Northern Lights Library System	Large Print (LP)	Book - Large Print	Large Print	LP BAL		In	30800006354697	2024-05-15	Final	2915823

Once all of the needed items are added to the record set, select the check box at the top of the table to select everything in the record set:

<input checked="" type="checkbox"/>	TITLE	ASSIGNED BRANCH	COLLECTION	MATERIAL TYPE	SHELF LOCATION	CALL NO.	VOL.	STATUS	BARCODE	LAST ACTIVITY DATE	RECORD STATUS	CONTROL NUMBER
<input checked="" type="checkbox"/>	Divine justice	Northern Lights Library System	Large Print (LP)	Book - Large Print	Large Print	LP BAL		In	30800006354697	2024-05-15	Final	2915823
<input checked="" type="checkbox"/>	End game	Northern Lights Library System	Large Print (LP)	Book - Large Print	Large Print	LP BAL		In	30800013511545	2025-03-18	Final	6150292
<input checked="" type="checkbox"/>	The fix	Northern Lights Library System	Large Print (LP)	Book - Large Print	Large Print	LP BAL		In	30800012219454	2024-10-30	Final	6017781

Click on *More* and select “Ad Hoc Bulk Change”

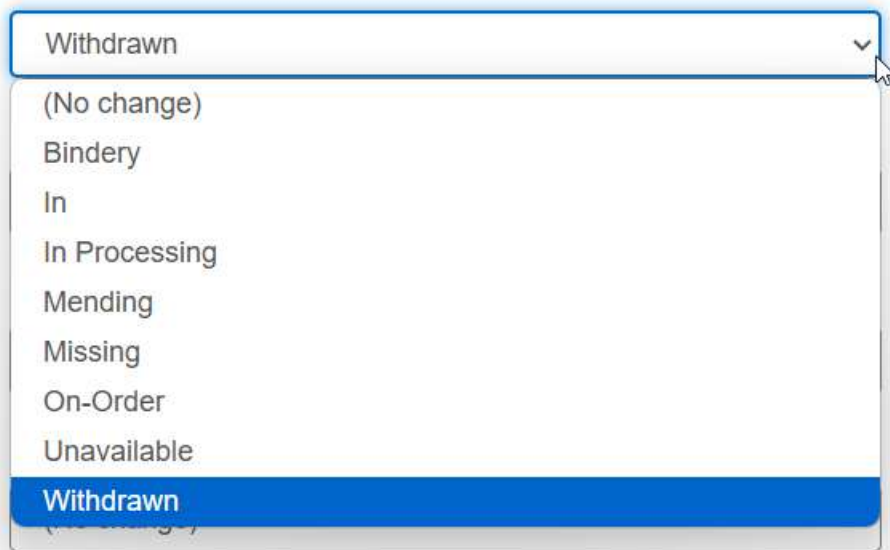


At this point, you will likely be trying to change the circulation status, so click on *Circulation*:



Click on the drop-down menu under “Circulation Status” and choose which one you want; it will likely be *Withdrawn*:

### Circulation Status



A dropdown menu for 'Circulation Status'. The menu is open, showing a list of options. The top option is 'Withdrawn', which is highlighted in blue. Below it are '(No change)', 'Bindery', 'In', 'In Processing', 'Mending', 'Missing', 'On-Order', and 'Unavailable'. At the bottom of the list, 'Withdrawn' is repeated in a blue bar. A mouse cursor is pointing at the top right of the dropdown.

- Withdrawn
- (No change)
- Bindery
- In
- In Processing
- Mending
- Missing
- On-Order
- Unavailable
- Withdrawn

Lastly, click on *Update Items*:



A form titled 'Item Record Bulk Change'. It has three buttons at the top right: 'UPDATE ITEMS' (green), 'SAVE AS TEMPLATE' (grey), and 'CANCEL' (red). Below the title, there are two sections. The first is 'Error Record Set' with a checkbox labeled 'Name' and an empty text input field. The second is 'Owner' with a dropdown menu showing 'jknysh'.

Item Record Bulk Change

UPDATE ITEMS SAVE AS TEMPLATE CANCEL

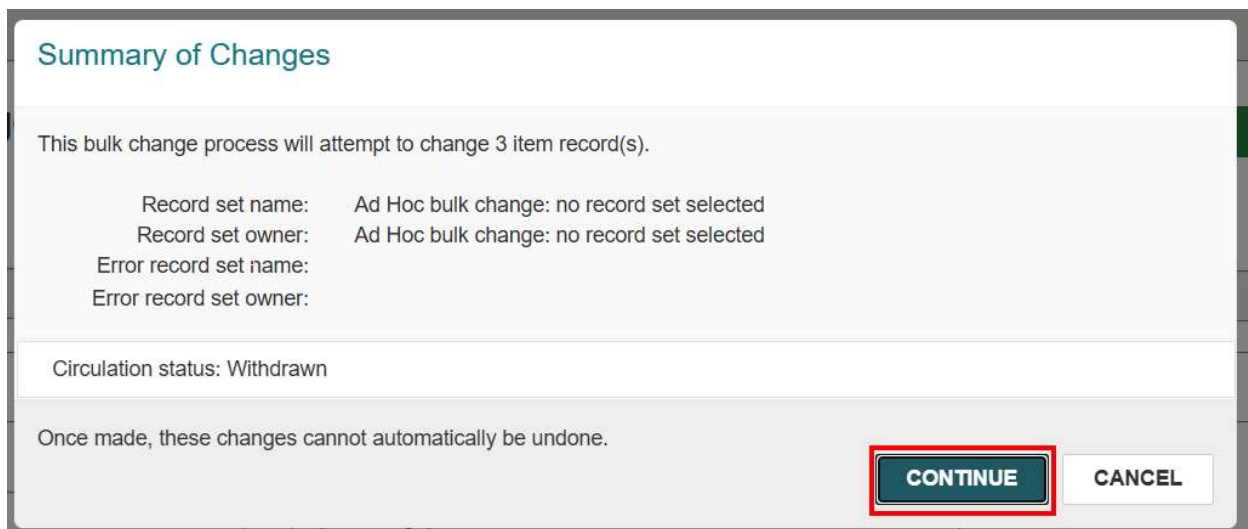
Error Record Set

☐ Name

Owner

jknysh

Click on *Continue*, and you are done!



A screen titled 'Summary of Changes'. It contains a message: 'This bulk change process will attempt to change 3 item record(s)'. Below this, there are four lines of text: 'Record set name: Ad Hoc bulk change: no record set selected', 'Record set owner: Ad Hoc bulk change: no record set selected', 'Error record set name:', and 'Error record set owner:'. Below these is a text box containing 'Circulation status: Withdrawn'. At the bottom, there is a message: 'Once made, these changes cannot automatically be undone.' and two buttons: 'CONTINUE' (green) and 'CANCEL' (grey). The 'CONTINUE' button is highlighted with a red border.

### Summary of Changes

This bulk change process will attempt to change 3 item record(s).

Record set name: Ad Hoc bulk change: no record set selected

Record set owner: Ad Hoc bulk change: no record set selected

Error record set name:

Error record set owner:

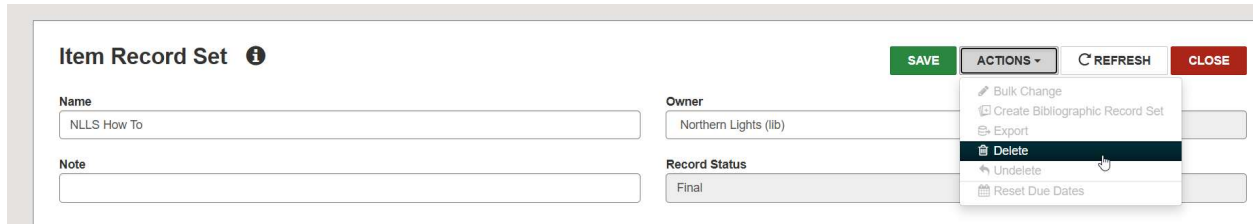
Circulation status: Withdrawn

Once made, these changes cannot automatically be undone.

CONTINUE CANCEL

## To Delete a Record Set:

Click on *Actions*, then “Delete:”



The screenshot shows a web interface for managing a record set. The main heading is "Item Record Set" with an information icon. Below this are three input fields: "Name" (containing "NLLS How To"), "Owner" (containing "Northern Lights (lib)"), and "Note" (empty). To the right of these fields are four buttons: "SAVE" (green), "ACTIONS" (grey with a dropdown arrow), "REFRESH" (grey with a circular arrow icon), and "CLOSE" (red). The "ACTIONS" dropdown menu is open, showing four options: "Bulk Change" (with a pencil icon), "Create Bibliographic Record Set" (with a document icon), "Export" (with a download icon), and "Delete" (with a trash can icon and a mouse cursor hovering over it). Below the dropdown menu, the "Record Status" is shown as "Final".

This will delete your record set, but not your items.