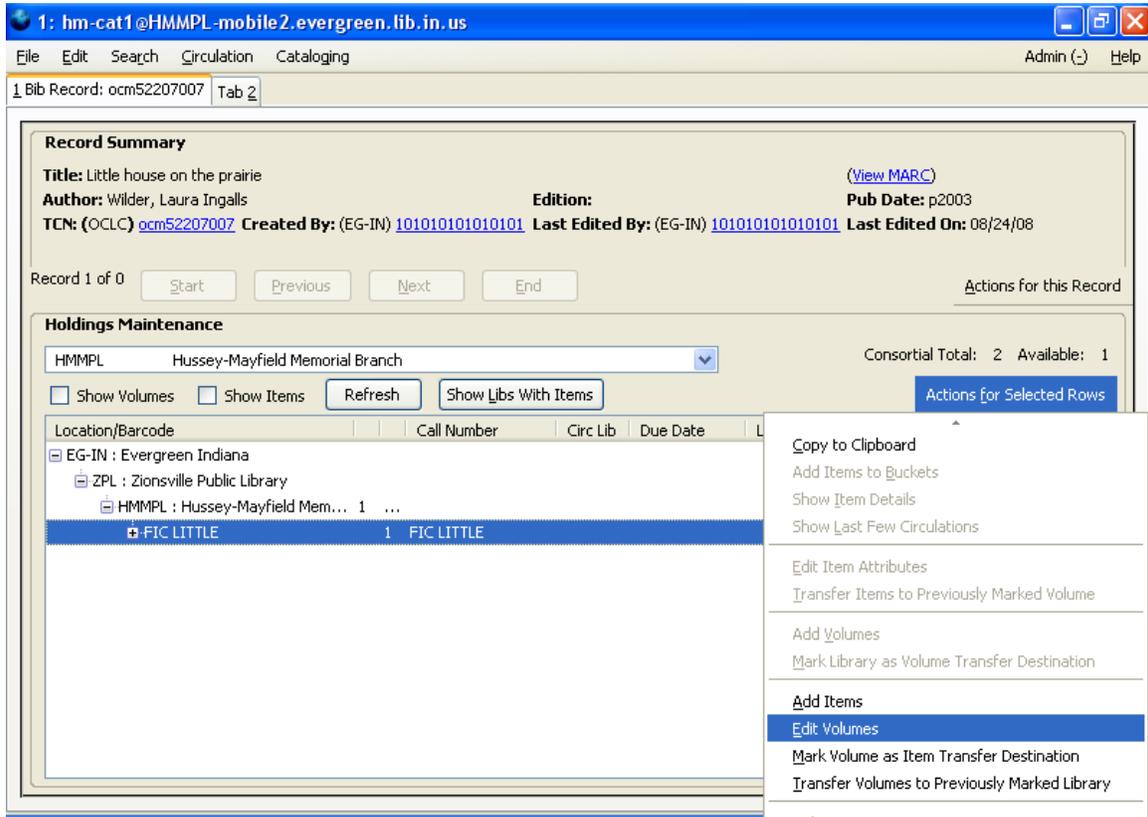


Chapter 8 -- Changing Call Numbers

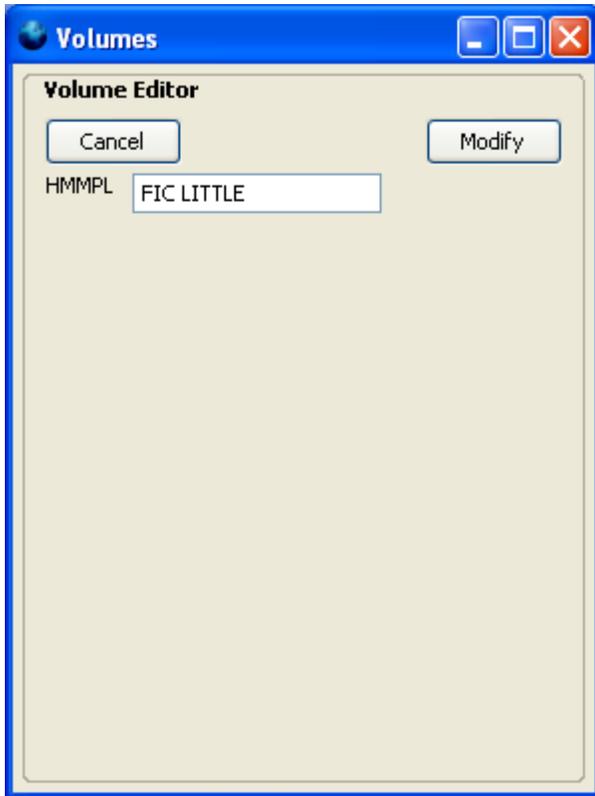
The call number cannot be changed from the Copy Editor. To change a call number, bring up the record of the volume you wish to change in the Holdings Maintenance screen. Click on the Volume/Call number line to highlight it. Under **Actions for Selected Rows (Alt + f)**, select **Edit Volumes (Alt + E)**.



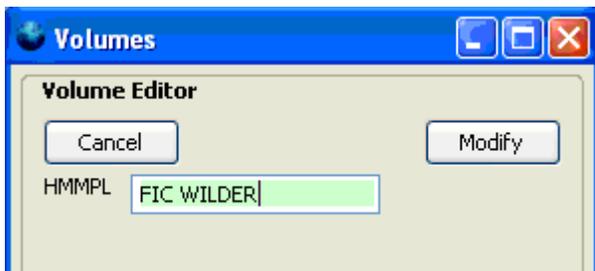
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The Volume Editor window will open. Your old call number will appear in a box next to your branch abbreviation.



Type your new call number in the box and click **Modify**. Pressing enter will not work.



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A dialog box will pop up to tell you the volumes were modified. Click **OK** or press **Enter**.



Your new call number will appear on the Holdings Maintenance screen.

