

## Transfer Titles, Call Numbers, or Items

The Transfer Titles, Call Numbers, or Items wizard is used to transfer one object to another object already in the database.

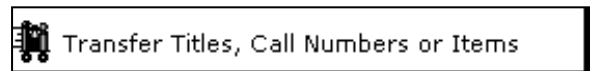
This wizard performs the following functions:

- Transfer an item to an existing call number on the same record or on a different record.
- Transfer a call number and all of its associated items to a different existing record.
- Transfer all call numbers/items from one existing record to a different existing record.

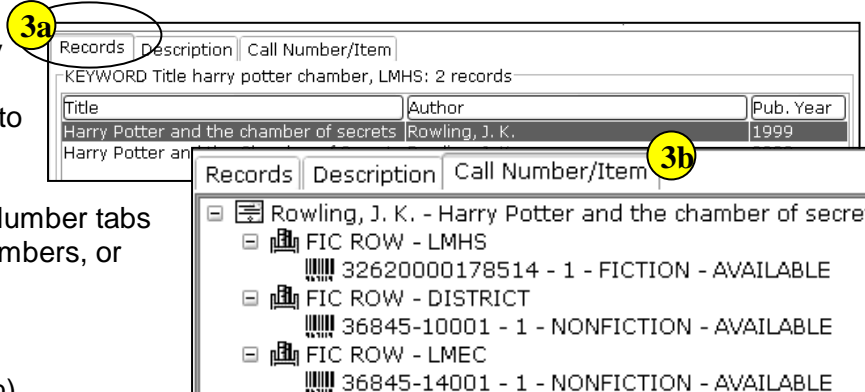
**Note:** Items in transit or on reserve cannot be transferred.

### Transferring an item or call number to a different record

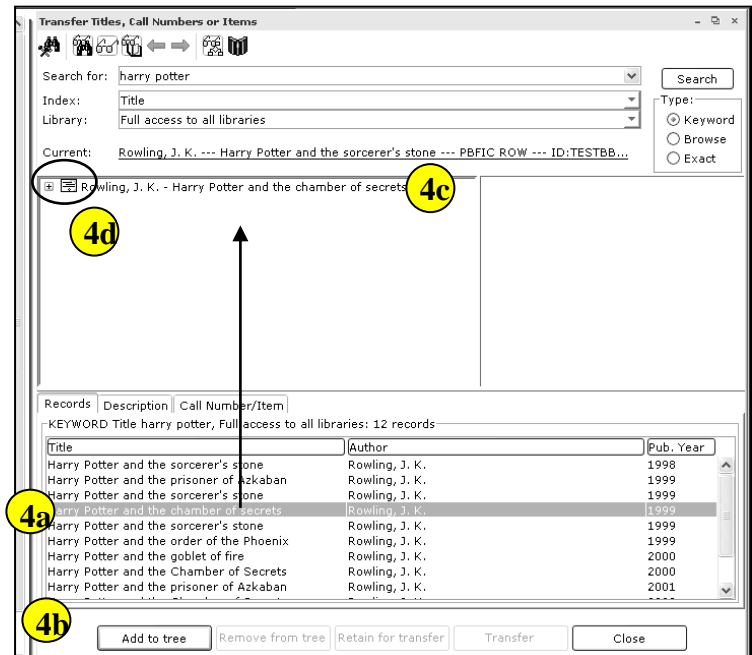
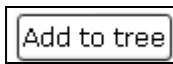
1. **Click** the Cataloging wizard group.
2. **Click** the Transfer Titles, Call Numbers, or Items wizard.
3. **Search** for the source you want to transfer (poor record).



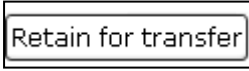
- a. **Click** the Records tab to display the List of titles.
- b. **Click** the Call Number/Item tab to display call number/item information. You may click back and forth on Records and Call Number tabs to locate the correct title, call numbers, or items.



4. On the Records list: (bottom screen)
  - a. **Select** the title you want to transfer (poor record).
  - b. **Click** Add to Tree button.
  - c. The record displays in the Transfer tree pane. (top screen)
  - d. **Click** the plus sign to open record tree. (MAC displays ►▼)



- In the Transfer tree pane, **click** on the title, call number, or item you want to transfer, (poor record) and then **click Retain for Transfer** button at the bottom of the screen.



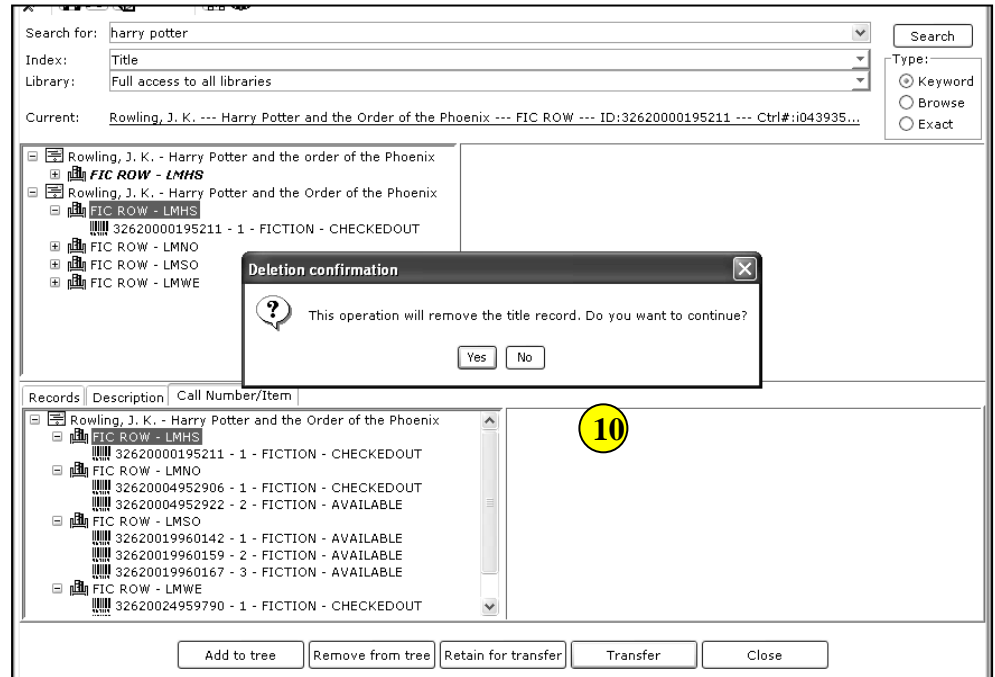
More than one item can be transferred at a time. The call number or item line selected will display in italics.

- In the **Records** list (bottom screen) **click** on the title to which you want to transfer call numbers or items. (good record) You may click back and forth on Records and Call Number tabs to locate the correct title/item.

- Click** the Add to Tree button at bottom of the screen. You will now have 2 titles/items in the top screen.

- In the Transfer tree pane, **select** the destination record (good record).
- Click** Transfer button.

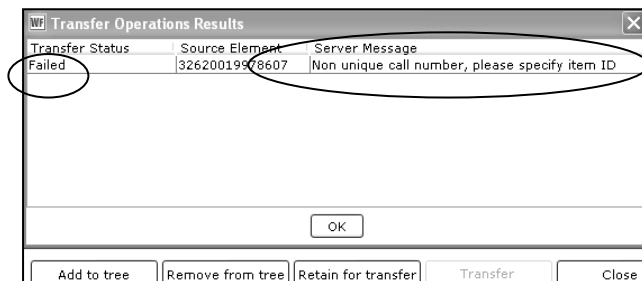
10. Depending on how properties are configured, a message may display stating that this operation will remove the title record.
- Click** Yes to proceed with the transfer.
  - Click** No to cancel the transfer.



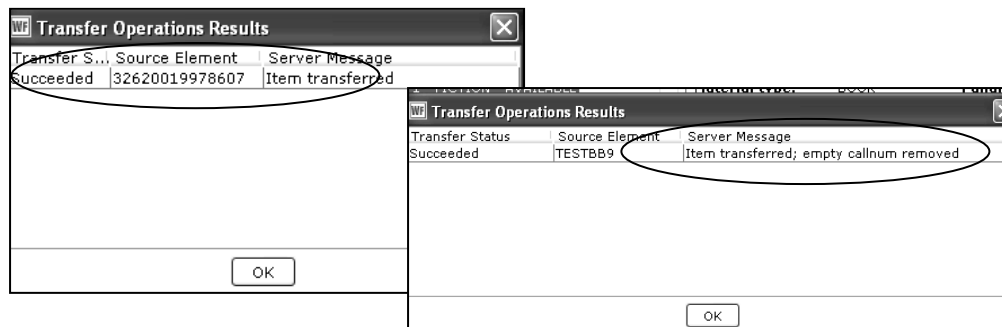
A Transfer Operation Results dialog box displays with information about the transfer status, item number, and server message.

11. **Click** OK to close the dialog box.

**Unsuccessful:**



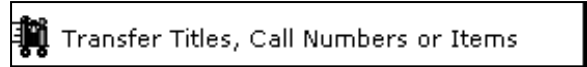
**Successful:**



12. **Click** Close to close the wizard.

**Transferring an item to a different call number on the same record**

1. **Click** the Cataloging wizard group.
2. **Click** the Transfer Titles, Call Numbers, or Items wizard.
3. **Locate** the record containing the item(s) you want to transfer.



*In this example, the librarian wants all 6 copies on one call number. She will transfer copies 2-6 to the first copy, and then remove the copy number from the call number.*

4. **Highlight** Title and **click** Add to tree.
5. **Click** on the barcode number of item you want to move.
6. **Click** Retain for transfer.
7. **Repeat** for each item you want to move.

8. **Click on the barcode number** under the destination call number.
9. **Click** Transfer.

*Transfer Operations Results screen will display.*

10. **Click** OK and Close.

Use the Call Number and Item Maintenance wizard to make additional changes to call number or item information.

Transfer Status	Source Element	Server Message
Succeeded	30455006040661	Item transferred; empty callnum removed
Succeeded	30455006040653	Item transferred; empty callnum removed
Succeeded	30455006040646	Item transferred; empty callnum removed
Succeeded	30455006040638	Item transferred; empty callnum removed
Succeeded	30455006040620	Item transferred; empty callnum removed