

Moving multiple items to a new location

Method I: Use the Change Physical items information job

- 1) Create a set of Physical Items
- 2) Run a Job > Change Physical items information

1 - 11 of 11 Description

Type: All Source type: All Content type: Physical item

		Name	Description
1	<input type="radio"/>	Withdraw Physical items	Withdraw a set of Physical items
2	<input type="radio"/>	Rebuild Physical item description	Rebuild Physical item description
3	<input type="radio"/>	Export Physical items labels	Export Physical items labels for print
4	<input type="radio"/>	Export Physical items	Export Physical items
5	<input type="radio"/>	Create physical item work orders	This task chain creates work order re
6	<input type="radio"/>	Create Physical item move requests	Update Physical item information and Physical items to a new location
7	<input type="radio"/>	Close lost loans	Delete item loans marked as lost.
8	<input checked="" type="radio"/>	Change Physical items information	Update Physical item information for Physical titles
9	<input type="radio"/>	Change loan to claimed returned	Update item loan status to claimed re
10	<input type="radio"/>	Change Holdings Information	Update Holdings information for a se titles
11	<input type="radio"/>	Cancel physical items requests	Cancel open requests for physical ite

- 3) Select the set of records
- 4) On the Task Parameters page, check the box on the very first line, "Permanent location" and use the drop-down to select a new permanent location.

< Run a Job - Enter Task Parameters

Task Parameters: Update Item

Change permanent location information

Permanent location Bismarck State College Library: Oversize Books (OVER)

Item call number type

- 5) Review and confirm and run the job.

Method II: Use the Scan In Items work form

- 1) Fulfillment > Scan In Items
- 2) Click on the Change Item Information tab

The screenshot shows the 'Scan In Items' form with the 'Change Item Information' tab selected. The form contains several input fields and dropdown menus. The 'Change Type' dropdown is set to 'Temporary'. The 'Location' dropdown is empty. The 'Call Number Type' dropdown is empty. The 'Reading List' field is empty. The 'New Barcode' field is empty. The 'Scan item barcode' field is empty. The 'Check Requests' checkbox is checked. The 'Due Back' field is empty. The 'Item Policy' dropdown is empty. The 'Call Number' field is empty.

- 3) Use the drop-down menu for change type and select Permanent
- 4) In the location box select the new location
- 5) Scan in the barcode

The screenshot shows the 'Scan In Items' form with the 'Change Item Information' tab selected. The 'Change Type' dropdown is now set to 'Permanent'. The 'Location' dropdown is set to 'Reference'. The 'Scan item barcode' field now contains the value '33103000906290'. The 'Check Requests' checkbox is checked. The 'Item Policy' dropdown is empty. The 'Call Number Type' dropdown is empty. The 'Accession Number' field is empty. The 'Reading List' field is empty. The 'New Barcode' field is empty.

*Please note: Make sure you do not already have holdings records at the destination location. (For example, a bib with two holdings Main and Reference, and you are moving items from Main to Reference).

Normally what happens is Alma retains the current holdings record and just changes the location information. All the information in the holdings record is retained, and just the location is updated.

When there is an existing holdings record at the destination location, the item is added to that holdings record, and the information from the original holdings record is lost. For more on this: https://knowledge.exlibrisgroup.com/Alma/Community_Knowledge/Avoiding_lost_holdings_data_when_moving_items_to_a_new_permanent_location