

Checking Prefixes in Cataloging

1) In Cataloging, open a holdings search. Enter your criteria (see below) and press Enter or click Search.

Overtyping "Anywhere" with "852#k" (no quotes; make sure it is lower case!)

Type an asterisk to get all items with a prefix in the 852#k field.

2) When your search comes up, click "Call Number Prefix" at the top to sort the list.

| Call Number Prefix | Classification Part | Item Part | Location | Sublocation | Barcode | On Loan | Date entered |
|--------------------------------|---------------------|-----------|----------|-------------|---------------|---------|--------------|
| 1 <input type="checkbox"/> VID | 343.73 | Wei | KATZ | SCT | 1KATZ00000008 | | 020920 |

3) Look at your list and note the inconsistencies.

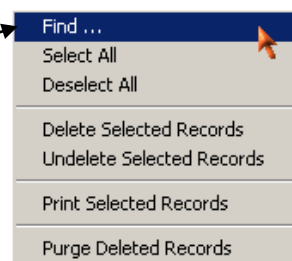
| | Call Number Prefix | Classification Part | Item Part |
|----|-------------------------------|---------------------|-----------|
| 53 | <input type="checkbox"/> PB | E | PFI |
| 54 | <input type="checkbox"/> PB | 394.2 | FIC |
| 55 | <input type="checkbox"/> PB | E | WAL |
| 56 | <input type="checkbox"/> PB | E | SYK |
| 57 | <input type="checkbox"/> PBK | BID | MAL |
| 58 | <input type="checkbox"/> PBK | FIC | DAD |
| 59 | <input type="checkbox"/> PBK | E | WOO |
| 60 | <input type="checkbox"/> PBK | E | SIM |
| 61 | <input type="checkbox"/> PBK | | D |
| 62 | <input type="checkbox"/> PRO | 940.1 | McC |
| 63 | <input type="checkbox"/> PRO | 932 | Man |
| 64 | <input type="checkbox"/> PRO | 932 | Man |
| 65 | <input type="checkbox"/> PRO | 932 | Ros |
| 66 | <input type="checkbox"/> PRO | 940.2 | POF |
| 67 | <input type="checkbox"/> PRO | 940.2 | POF |
| 68 | <input type="checkbox"/> PRO | 940.2 | POF |
| 69 | <input type="checkbox"/> PROF | 940.2 | POF |
| 70 | <input type="checkbox"/> PROF | 937 | Rom |
| 71 | <input type="checkbox"/> Ref | 940.53 | Fod |
| 72 | <input type="checkbox"/> Ref | 912 | Ran |
| 73 | <input type="checkbox"/> Ref | 940.53 | Bau |
| 74 | <input type="checkbox"/> Ref | 700 | Kin |
| 75 | <input type="checkbox"/> Ref | 503 | Mac |
| 76 | <input type="checkbox"/> Ref | 959.704 | Mai |
| 77 | <input type="checkbox"/> Ref | 751.422 | Bla |
| 78 | <input type="checkbox"/> Ref | 751.45 | Bla |
| 79 | <input type="checkbox"/> REF | 423 | WEB |
| 80 | <input type="checkbox"/> REF | 423 | MER |
| 81 | <input type="checkbox"/> REF | 423 | BEA |

If there are only a few prefixes that are different, it's probably just as quick and easy to go in and change them individually. If, however, you have a number of them, you can change them globally:

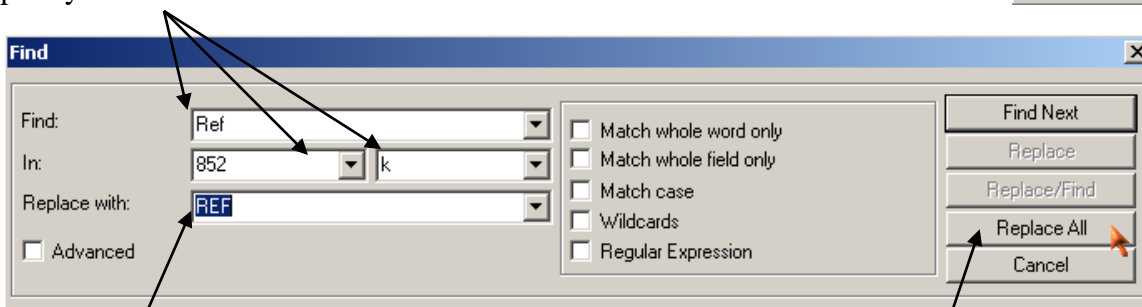
1) First, select the items you wish to modify.

| | | | | | | | |
|----|---|---------|-----|------|-----|---------------|----------|
| 70 | <input type="checkbox"/> PROF | 937 | Rom | KATZ | SCT | 1KATZ00080509 | 0402050u |
| 71 | <input checked="" type="checkbox"/> Ref | 940.53 | Fod | KATZ | SCT | 1KATZ00000014 | 020920 |
| 72 | <input checked="" type="checkbox"/> Ref | 912 | Ran | KATZ | SCT | 1KATZ00000015 | 020920 |
| 73 | <input checked="" type="checkbox"/> Ref | 940.53 | Bau | KATZ | SCT | 1KATZ00000042 | 020920 |
| 74 | <input checked="" type="checkbox"/> Ref | 700 | Kin | KATZ | SCT | 1KATZ00000045 | 020920 |
| 75 | <input checked="" type="checkbox"/> Ref | 503 | Mac | KATZ | SCT | 1KATZ00000067 | 020920 |
| 76 | <input checked="" type="checkbox"/> Ref | 959.704 | Mai | KATZ | SCT | 1KATZ00000073 | 020920 |
| 77 | <input checked="" type="checkbox"/> Ref | 751.422 | Bla | KATZ | SCT | 1KATZ00000134 | 020920 |
| 78 | <input checked="" type="checkbox"/> Ref | 751.45 | Bla | KATZ | SCT | 1KATZ00000135 | 020920 |
| 79 | <input type="checkbox"/> REF | 423 | WEB | KATZ | SCT | 1KATZ00030001 | 020920 |
| 80 | <input type="checkbox"/> REF | 423 | MER | KATZ | SCT | 1KATZ00030002 | 020920 |
| 81 | <input type="checkbox"/> REF | 423 | BEA | KATZ | SCT | 1KATZ00030003 | 020920 |
| 82 | <input type="checkbox"/> REF | 423 | DOU | KATZ | SCT | 1KATZ00030004 | 020920 |
| 83 | <input type="checkbox"/> REF | 423 | AME | KATZ | SCT | 1KATZ00050345 | 020920 |
| 84 | <input type="checkbox"/> REF | 031 | WOR | KATZ | SCT | 1KATZ00009000 | 0310090u |

2) Click your right mouse button in the upper pane and choose Find.

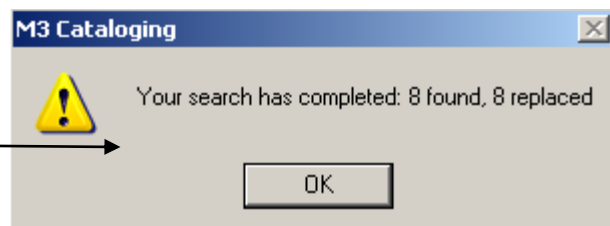


3) Type in the text you wish to replace in the “Find” box. You can also specify a field/subfield in which to look.

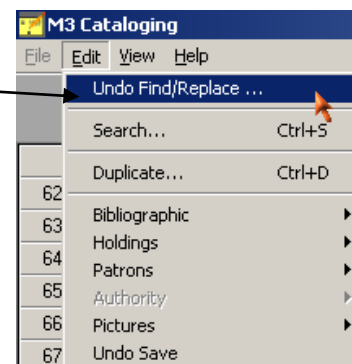


(3) Type in the text with which you wish to replace the old text. Click Replace All.

The program will cycle through and replace the items in question. Depending on how many items you're replacing, it may take awhile. When it is finished, it will tell you so.



Suggestion: As soon as you've completed the replace, open a record to see if it did what you want. Don't do anything else until you're sure it's right! If it isn't – click Undo Find/Replace on the Edit menu and try again!



Repeat for other prefixes – and don't forget to do the same search again in the bibliographic records! (NOTE: In order to see your call numbers for bib records, you may have to make a modification. See [“Modifying Which Fields Display On The Cataloging Screen.”](#))