

FINDING RECORDS WITHOUT A CLASSIFICATION NUMBER (IN CATALOGING):

The screenshot shows a 'Search' window with the following fields and controls:

- Search For:** A dropdown menu currently set to 'Holdings'. (Instruction 1: Choose holdings.)
- Anywhere:** A dropdown menu currently set to 'Anywhere'. (Instruction 2: Choose "Anywhere")
- *:** A text input field containing an asterisk (*). (Instruction 3: Type an asterisk for "everything")
- NOT:** A dropdown menu currently set to 'NOT'. (Instruction 4: Choose "NOT" to exclude items that HAVE a Classification number)
- 852#h:** A text input field containing '852#h'. (Instruction 5: Type in 852#h (MARC field tag for Class. #))
- *:** A text input field containing an asterisk (*). (Instruction 6: Type an asterisk for "everything")
- AND:** A dropdown menu currently set to 'AND'.
- Anywhere:** A dropdown menu currently set to 'Anywhere'.
- Search:** A button at the bottom left. (Instruction 7: Search (or press Enter))
- Clear:** A button at the bottom right.

Red arrows point from the numbered instructions to the corresponding fields in the search window.

This will bring up a list of items that have no call number – you can then double click each record to edit.

Note: The MARC field tags ARE case-sensitive – if, for example, you put in the search as 852#H instead of 852#h, the search will not return the proper results.