





Destiny Call#’s

Prefix clean-up.

[Not what you're looking for? Refine your search?] Selected List: My Personal List Add Page

Titles: 1 - 25 of 91 Sort By Call Number Go 1 2 3 4 [Show All]

	El Deafo Details Call #: GRAFK_NOVL F BEL Bell, Cece. Published 2014	1 of 1 available Add to This List
	Adventure time. Volume 2 Details Call #: GRAFK_NOVL F NOR North, Ryan. Series: Adventure time ; 2 Published 2013	0 of 1 available Add to This List
	The lost warrior Details Call #: GRAFK_NOVL Hunter, Erin. Series: Warriors (Manga) ; 1 Published 2007	1 of 1 available Add to This List
	The authoritative Calvin and Hobbes : a Calvin and Hobbes treasury Details Call #: GRAFK_NOVL 741.5 WAT Watterson, Bill. Location: GRAFK_NOVL Published 1990	1 of 1 available Add to This List

In this example, the error is a space between “GRAFK” and “_NOVL”.

A prefix must not contain any spaces so in this case, the system sees only “GRAFK” as the prefix, and considers “_NOVL” as part of the remaining call number.

Sorting your results list by Call number can help you identify errors.

4. We can't correct this with a “Global prefix update” because it a Prefix Update would only correct the “GRAFK” portion. We need to correct the whole call number, so click *1 of 1 available* to display the copy– and edit the call number. Save your changes.

Also, because we only need to correct two call numbers, it's easier to do these here rather than going to the global prefix update.

5. If you don't need to check the individual call numbers attached to a prefix, but you want to either change the prefix (e.g. change GRAFK_NOVL to GN) or to combine two prefixes (e.g. if you had your Graphic Novels in a separate section and decided to combine these with "F" section) you could use the *Global Update* function under *Catalog, Update copies*. **USE WITH CAUTION!!!!** You cannot undo this.

<input type="checkbox"/>	AUDIO	0 [0.00%]	0 [0.00%]	0 [0.00%]	0 [0.00%]	1 [0.01%]
<input type="checkbox"/>	AUGUST	0 [0.00%]	0 [0.00%]	0 [0.00%]	0 [0.00%]	1 [0.01%]
<input type="checkbox"/>	AUTO	0 [0.00%]	0 [0.00%]	0 [0.00%]	0 [0.00%]	1 [0.01%]
<input type="checkbox"/>	AVEQUIP	0 [0.00%]	0 [0.00%]	0 [0.00%]	0 [0.00%]	2 [0.01%]
<input type="checkbox"/>	BIGBOOK	0 [0.00%]	0 [0.00%]	0 [0.00%]	0 [0.00%]	105 [0.67%]
<input type="checkbox"/>	CATALOGUING	0 [0.00%]	0 [0.00%]	0 [0.00%]	0 [0.00%]	1 [0.01%]
<input type="checkbox"/>	COMPUTER	0 [0.00%]	0 [0.00%]	0 [0.00%]	0 [0.00%]	3 [0.02%]
<input type="checkbox"/>	CRCAUDIO	0 [0.00%]	0 [0.00%]	0 [0.00%]	0 [0.00%]	15 [0.10%]

6. From the *Collection Statistics – Summary* note the prefixes you want to change. In this example CRCAUDIO won't be used any longer, and these resources will now be combined with the other items in the AUDIO section.

Update every Library Copy...

With :

Make :

This process cannot be reversed. Before proceeding, you should have a current backup of your database. Your last SQL backup was on 16/03/2017 12:51 AM server time.

[Update Copies](#)

7. Enter which prefix you want to change, and the prefix you want to use instead. Click Update Copies.

8. Click *Refresh List* and check the results of your “*Job*”.

Job Global Update Copies

Site Ersatz Collection - training site

Started 16/03/2017 2:46 PM

Options • For every copy whose Call Number Prefix is CRCAUDIO, change Call Number Prefix to AUDIO

Summary Copy records found: 15

- Copy records updated: 15
- Copy records skipped: 0

Updated Canada is for kids, volume 1 (copy: AV023248-01) [[Edit Copy](#)]

Updated Canada is for kids, volume 2 (copy: AV023249-01) [[Edit Copy](#)]

Updated Aerobics for kids the first step toward aerobic fitness (copy: AV00895-01) [[Edit Copy](#)]

Updated Cool aerobics for kids (copy: AV00898-01) [[Edit Copy](#)]

Updated Rock 'n roll fitness fun (copy: AV00894-01) [[Edit Copy](#)]

Updated Aerobics power for kids (copy: AV00897-01) [[Edit Copy](#)]

Updated Fitness fun for kids (copy: AV00896-01) [[Edit Copy](#)]

Updated Dance party fun (copy: AV01303-01) [[Edit Copy](#)]

Updated Kids in motion (copy: AV01304-01) [[Edit Copy](#)]

Updated O Canada!h 16 arrangements (copy: FA023371-01) [[Edit Copy](#)]

Updated Catch a brain wave fitness fun (copy: AV01322-01) [[Edit Copy](#)]

Updated Children's folk dances (copy: AV01324-01) [[Edit Copy](#)]

Updated Folk dance fun (copy: AV01325-01) [[Edit Copy](#)]

Updated Get fit aerobics [workouts for ages 7 to 12] (copy: AV01323-01) [[Edit Copy](#)]

Updated Pump it up 2! (copy: AV01302-01) [[Edit Copy](#)]

Process completed 16/03/2017 2:46 PM