

## Moving an item from one bib to another.

Use these instructions if an item is not on the correct bib.

*\*If a correct bib for the item you want to move is not already in the catalog, you must first add a correct bib. In Cataloging, import a bib that matches the item that needs to be moved and then follow the instructions to move the item.*

Example – a VHS item is on a book bib and needs to be moved to a VHS bib.

**The bridges of Madison County /**  
by [Waller, Robert James.](#)

Type: Book  
 Publisher: Warner Books, Inc., c1992 New York.  
 Description: 171 p. ; 20 cm.  
 ISBN: 044651652X :  
 Related Subjects: [Photography Fiction](#) | [Iowa Fiction](#) | [Love stories](#)

**Holdings** | **Descriptions**

Item type	Location	Home Library	Current Library	Collection	Call Number	Status	Last Seen	Barcode	Spine Label	Copy No.
Book	FICTION	ALAMOSA	Alamosa Public Library (C404)		FICTION WAL	Available	07/14/2011	<a href="#">3CDBN01061116Z</a>	<a href="#">Print Label</a>	
Book	FICTION	APL	Akron Public Library (C824)		WA	Available	11/24/2009	<a href="#">3432500002560Z</a>	<a href="#">Print Label</a>	
Book	FICTION	BPL	Burlington Public Library (C834)		F WAL	Available	04/27/2010	<a href="#">3788800000548Z</a>	<a href="#">Print Label</a>	
Book	FICTION	DP	Dolores Public Library (C506)		FICTION WALLER	Available	06/20/2011	<a href="#">3744400001710Z</a>	<a href="#">Print Label</a>	
Book	FICTION	FCL	Fragler Community Library (C636)		FIC WAL	Available	05/26/2010	<a href="#">3268400000000Z</a>	<a href="#">Print Label</a>	1
VHS	Videos: VHS	LML	Limon Memorial Library (C846)	LIMON MEMORIAL LIBRARY	VID BRI	Available	09/12/2011	<a href="#">3345500T 2443Z</a>	<a href="#">Print Label</a>	
Book	FICTION	NCL	Nederland Community Library (C956)		Fic Wal	Available	11/24/2009	<a href="#">3722200000394Z</a>	<a href="#">Print Label</a>	
Book	FICTION	OPL	Ouray Public Library (C556)		F WAL	Available	11/24/2009	<a href="#">3911100002447Z</a>	<a href="#">Print Label</a>	
Book	FICTION	RFL	Red Feather Lakes Community Library (C117)		F WAL 1992	Available	09/26/2010	<a href="#">3711100022593Z</a>	<a href="#">Print Label</a>	
Book	FICTION	RSL	Ruby Sisson Library (C598)		FIC WALL, R	Available	04/12/2010	<a href="#">3432000004214Z</a>	<a href="#">Print Label</a>	
Book	FICTION	SLPL	Silverton Public Library (C602)		WAL	Available	04/12/2010	<a href="#">3434600002405Z</a>	<a href="#">Print Label</a>	
Book	FICTION	SPL	Security Public Library (C316)		F WALLE	Available	07/26/2010	<a href="#">343660T 12265Z</a>	<a href="#">Print Label</a>	
Book	FICTION	WPL	Wellington Public Library (C994)		FIC Wal	Available	09/02/2010	<a href="#">3439900001460Z</a>	<a href="#">Print Label</a>	
Book	FICTION	YPL	Yuma Public Library (C832)		FIC Waller	Available	04/13/2010	<a href="#">3432600006054Z</a>	<a href="#">Print Label</a>	

To move an item to another bib you will be moving the barcode.

1. Copy the barcode of the item you want to move.
2. Search for a correct bib in the catalog.

*(If there is more than one correct bib, choose the best match for that item first and then the bib with the most items.)*

3. On the bib you want to move the item, click on **New** and choose Item which takes you to **Add Item**

Home > Catalog > Details for *The bridges of Madison County*

[New](#) [New Record](#) [Edit](#) [Save](#) [Add to List](#) [Print](#) [Place Hold](#)

**Normal**

[MARC](#)  
[Labeled MARC](#)  
[Items](#)  
[Edit holds](#)  
[Place new hold](#)  
[Checkout history](#)  
[Modification log](#)

**The bridges of Madison County [videorecording] .**

Type: Visual Material  
 Publisher: Warner Brothers c1995 .  
 Description: 1 video cassette Color.  
 ISBN: 0790727129.

**Holdings** | **Descriptions**

Item type	Location	Home Library	Current Library	Call Number	Status	Last Seen	Barcode	Spine Label
VHS	VIDEO	ALAMOSA	Alamosa Public Library (C404)	VIDEO FICTION BRI	Available	11/16/2011	<a href="#">3733300107679Z</a>	<a href="#">Print Label</a>

4. Enter the barcode you want to move in the barcode field and click on **Add Item**.

**Add Item**

p - Barcode *	3345500T 24437
0 - Withdrawn status	<input type="text"/>
1 - Lost status	<input type="text"/>
2 - Source of classification or shelving scheme *	Dewey Decimal Classification
3 - Materials specified (bound volume or other part)	<input type="text"/>
4 - Damaged status	<input type="text"/>
5 - Use restrictions	<input type="text"/>
7 - Not for loan	<input type="text"/>

**Add Item**

This menu will display

**This barcode is currently being used by the following item:**

Title:	<a href="#">The bridges of Madison County /</a>
Holding Location:	LML
Home Location:	LML

Do you want to move this item from its current bibliographic record to this one?

<OK> will load the data from the existing item.  
<Cancel> will retain any data you have entered except the barcode.  
After the item's data loads, you can review and edit the data and then choose <Save Changes> to commit changes.

5. Click OK if you would like to continue with moving the item. (Click Cancel if you do not.)

The Edit Item window will display with the item information filled in.

6. Revise the item information if necessary and click **Save Changes**.

### Edit Item #306445

p - Barcode *	3345500T 24437
0 - Withdrawn status	<input type="text"/>
1 - Lost status	<input type="text"/>
2 - Source of classification or shelving scheme *	Other/Generic Classification Scheme
3 - Materials specified (bound volume or other part)	<input type="text"/>
4 - Damaged status	<input type="text"/>
5 - Use restrictions	<input type="text"/>
7 - Not for loan	<input type="text"/>
8 - Collection code	LIMON MEMORIAL LIBRARY
C - Permanent shelving location	Videos: VHS
K - Cataloging Status	<input type="text"/>
a - Permanent location *	Limon Memorial Library (C846 )
b - Current location *	Limon Memorial Library (C846 )
c - Shelving location *	Videos: VHS
d - Date acquired *	2008-02-14
e - Source of acquisition	Gift
f - Coded location qualifier	<input type="text"/>
g - Cost, normal purchase price	10.00
h - Serial Enumeration / chronology	<input type="text"/>
i - Supressed	<input type="text"/>
j - Shelving control number	<input type="text"/>
k - Other item status	<input type="text"/>
o - Full call number *	VID BRI
t - Copy number	<input type="text"/>
u - Uniform Resource Identifier	<input type="text"/>
v - Cost, replacement price *	10.00
w - Price effective from	2010-09-26
x - Non-public note	<input type="text"/>
y - Koha item type *	VHS
z - Public note	<input type="text"/>

The item will then appear on the bib.

### The bridges of Madison County [videorecording] .

Type: Visual Material  
 Publisher: Warner Brothers c1995 .  
 Description: 1 video cassette Color.  
 ISBN: 0790727129.

Holdings Descriptions

Item type	Location	Home Library	Current Library	Collection	Call Number	Status	Last Seen	Barcode	Spine Label
VHS	VIDEO	ALAMOSA	Alamosa Public Library (C404)		VIDEO FICTION BRI	Available	11/16/2011	<a href="#">37333001076791</a>	<a href="#">Print Label</a>
VHS	Videos: VHS	LML	Limon Memorial Library (C846 )	LIMON MEMORIAL LIBRARY	VID BRI	Available	09/12/2011	<a href="#">3345500T 24437</a>	<a href="#">Print Label</a>