


Portland Public Schools

Via Circulation Quick Reference Guide



Replacing a Barcode

An item's barcode may become unreadable for some reason (e.g., it's torn, there's a fold in it) and need to be replaced. Following are step-by-step instructions for replacing a barcode on an item.

#	Recnum	Call Num	Barcode	Location	Due Date	Holds	Bookings
1	i20076228	347.73 MCC c. 3	33168007470392	3dhcc	AVAILAB...	0	0
2	i24152493	347.9 MCC	33168016735553	5d7nf	10-31-20...	0	0

 <p>Search / Holds</p>	<p>From the Search / Holds mode:</p>															
	<p>Step 1 Verify that the index type is <i>Title</i> and enter the item title in the Index text field.</p>	<p>Index: <input type="text" value="t Title"/> <input type="text" value="The American Supreme Court"/></p>														
<p>Step 2 Click on the Search button.</p>	<p><input type="button" value="Search"/></p>															
<p>Step 3 Click in the row for the correct item to select it.</p>	<table border="1"> <thead> <tr> <th>#</th> <th>Recnum</th> <th>Call Num</th> <th>Barcode</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>i20076228</td> <td>347.73 MCC c. 3</td> <td>33168007470392</td> <td>3dhcc</td> </tr> <tr> <td>2</td> <td>i24152493</td> <td>347.9 MCC</td> <td>33168016748648</td> <td>5d7nf</td> </tr> </tbody> </table>	#	Recnum	Call Num	Barcode	Location	1	i20076228	347.73 MCC c. 3	33168007470392	3dhcc	2	i24152493	347.9 MCC	33168016748648	5d7nf
#	Recnum	Call Num	Barcode	Location												
1	i20076228	347.73 MCC c. 3	33168007470392	3dhcc												
2	i24152493	347.9 MCC	33168016748648	5d7nf												
<p>Step 4 Click on the Record tab. <i>The record number on the tab will correspond to the record number in the item row.</i></p>	<p><input type="button" value="Summary"/> <input type="button" value="Record i24152493"/></p>															
<p>Step 5 Click in front of the barcode, so that the cursor is in front of the barcode.</p>	<p>Call No. 092 599 NAT Barcode 33168016737062</p>															
<p>Step 6 On the Menu, click Edit Then click Edit Field Or, right-click in the barcode field and select Edit Field.</p>	<p><input type="button" value="Edit"/> <input type="button" value="Edit Field"/></p>															
<p>Step 7 Click & drag or double click the barcode to select it.</p>	<p><input type="text" value="33168016737062"/></p>															
<p>Step 8 Scan in the new barcode. Click the OK button</p>	<p>Barcode 33168016748648 <input type="button" value="OK"/></p>															

CONTACT THE PROFESSIONAL LIBRARY FOR ASSISTANCE, ext. 3267 or proflib@pps.k12.or.us

Step 9	Click on the Save button.	
	The new barcode will be saved.	Barcode 33168016735553
Step 10	Click on the Close button to close the record.	

CONTACT THE IT SERVICE DESK FOR ASSISTANCE, ext. 3375 or helpdesk@pps.k12.or.us