



Modifying Item Information in Batches in MassCat

To modify a group of items at the same time, do the following:

Login to MassCat using your username and password:

Username:

Password:

Login >>

Click on the "Tools" link on the top right column of the screen:

Home

News
Information for Filling Holds and ILL Requests
If you need information on whether or not a library is on the delivery system and how to address the delivery slip or if you need to contact another MassCat library regarding a request, use the following link to find a list of library names, contact names, email addresses, delivery system status and mailing addresses: <http://www.masscat.org/links/illinfo.htm>
Remember, not all MassCat members are on the statewide delivery system so please do not assume that an item you need to send to another library should be sent using delivery.
To determine whether another library is on the

- Circulation
- Patrons
- Advanced search
- Lists
- Cataloging
- Serials
- Acquisitions
- Reports
- Tools**
- About Koha

If you are already logged in to the system, click on the "More" link toward the top left corner of any screen and select "Tools" from the list:

Circulation Patrons Search **More** ▾

- Lists
- Cataloging
- Acquisitions
- Authorities
- Serials
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- Tools**
- Administration
- About Koha

News
Welcome to Koha
Welcome to Koha. Koha is a full-fee open-source ILS. Developed initially in New Zealand by Katipo Communications and deployed in January of 2000 for the University of Toronto Library Trust, Koha is currently maintained by a team of software providers and library staff from around the globe.
Posted on 10/29/2007 [Edit](#) [Delete](#) [New](#)

You will be taken to a new screen. Click on the "Batch item modification" link:

Home > Tools

Patrons and circulation <ul style="list-style-type: none">Comments<ul style="list-style-type: none">Moderate patron comments.Patron card creator<ul style="list-style-type: none">Create printable patron cardsPatrons (anonymize, bulk-delete)<ul style="list-style-type: none">Delete old borrowers and anonymize circulation history (deletes borrower reading history)Upload patron images<ul style="list-style-type: none">Upload patron images in batch or one at a time	Catalog <ul style="list-style-type: none">Batch item deletion<ul style="list-style-type: none">Delete a batch of itemsBatch item modification<ul style="list-style-type: none">Modify items in a batchExport bibliographic and holdings<ul style="list-style-type: none">Export bibliographic and holdings dataInventory/stocktaking<ul style="list-style-type: none">Perform inventory (stocktaking) of your catalogLabel creator<ul style="list-style-type: none">Create printable labels and barcodes from catalog dataQuick spine label creator<ul style="list-style-type: none">Enter a barcode to generate a printable spine label. For use with dedicated label printers	Additional tools <ul style="list-style-type: none">Calendar<ul style="list-style-type: none">Define days when the library is closedTask scheduler<ul style="list-style-type: none">Schedule tasks to run
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To make the same change to a group of item records at the same time, you can scan your barcodes one by one into the box labeled "Barcode list (one barcode per line)" or you can load a file of barcodes that you have scanned and saved to your computer by clicking the "Browse" button and locating the file on your computer. The file MUST be a plain text file with a '.txt' extension. Spreadsheet files and word processing documents will not work properly. Click "Continue" when you have entered your barcodes:

Batch item modification

Use a file

Barcode file

Item number file

File:

Or scan items one by one

Barcode list (one barcode per line):

A new window will open up. This window displays the list of items that you entered. You can modify the display and hide columns of information that show by unchecking the name of the column of information that you do not wish to have display to you:

Batch item modification

Select All | Clear All

Show/hide columns: Show all columns Hide all columns Withdrawn status Lost status Source

Location (home branch) Sublocation or collection (holding branch) Date acquired Koha full call number

Koha item type

Title	Withdrawn status	Lost status	Source of classification or shelving scheme	Damaged status	Not for loan
Perceptions					

Scroll down to the bottom of the list of items to get to the "Edit Item" area. This is where you will make the change that will apply to all the items in the list. Click on the arrow to the far right of the field that you want to change to get a list of options. Choose the option you would like to change your items to. Scroll to the bottom of the page and click the "Save" button. Your change will be applied to all the items in the list.

As an example, if you want to change the item type on all the items in the list, find the "Item Type" box near the bottom of the list, click on the arrow to the right, and scroll through the list of item types to find the item type you would like all the items to have. Click on the item type and then click the "Save" button:

a - Location (home branch)
b - Sublocation or collection (holding branch)
c - Shelving location
d - Date acquired
e - Source of acquisition
f - Coded location qualifier
g - Cost, normal purchase price
h - Serial Enumeration / chronology
j - Shelving control number
o - Koha full call number
t - Copy number
u - Uniform Resource Identifier
v - Cost, replacement price
w - Price effective from
x - Nonpublic note (lost item payment)
y - Koha item type
z - Public note

Audio
Audio Book
Audiovisual Equipment
Audiovisual Kits
Book
Book Set
Book2week
CD ROM
Computer
Computer File
Display
DVD
DVD 1week
E-book
Electronic Book Reader
Equipment
Game Hardware
General
ILL

Save Cancel

A "progress" bar will appear letting you know that the system is working on the change. Depending upon the number of items you are attempting to change, this process could take a few seconds.

When the system is finished, the screen will refresh. Your list of items will appear again with the modified information. Scroll down to the bottom of the list and click the "Done" link.

You will be taken back to the "Batch Item Modification" screen. You can enter a new set of barcodes to make another change or you can move on to another part of the system to do something else.