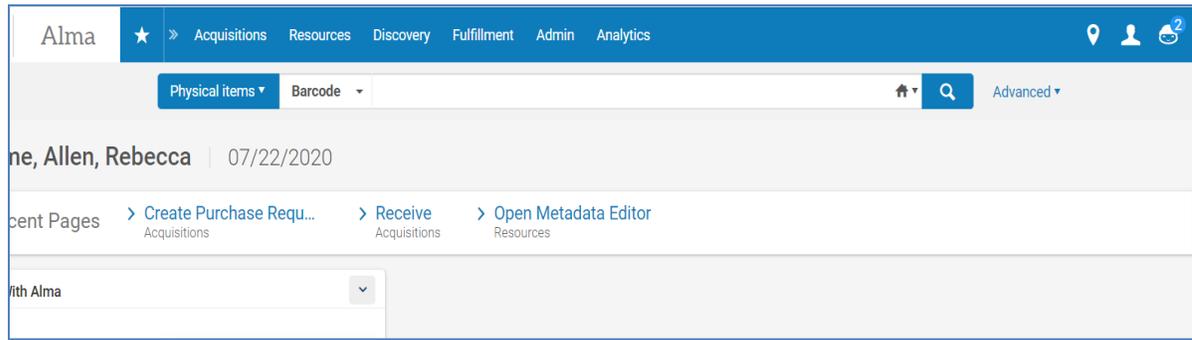
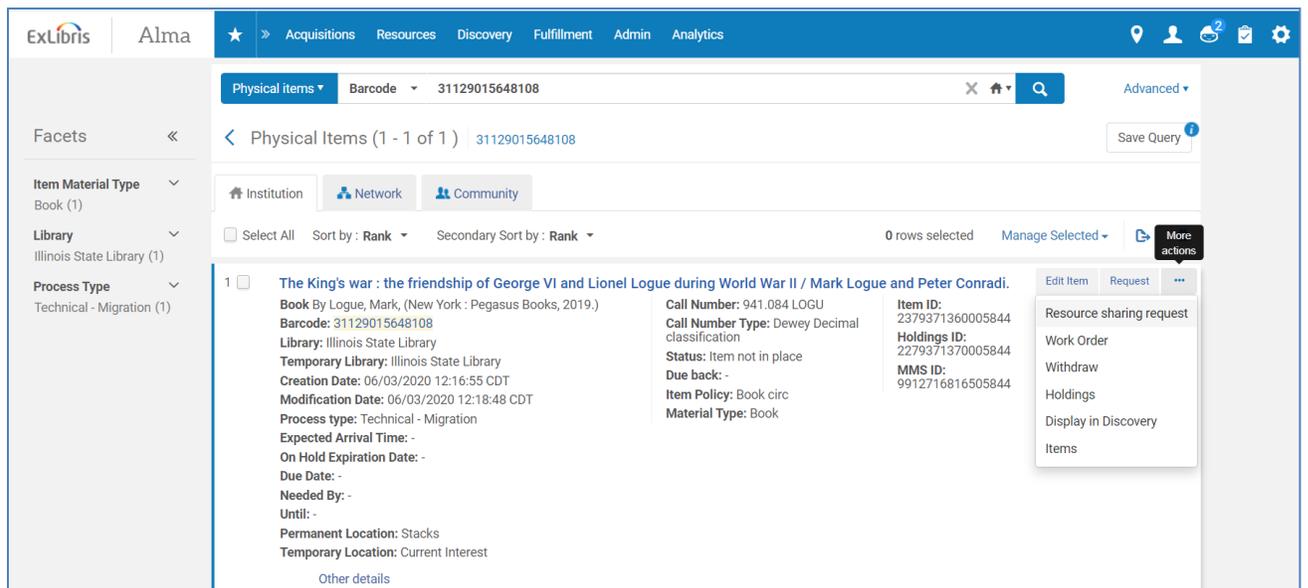


How to Change an Item's Location within the Library's Collection

There are certain times when an item will be put in a temporary location for a period of time, before being added to the regular collection in the stacks. The most common occurrence you will deal with is when an item is taken out of the Current Interest collection and is added to the General Stacks. Let's walk through an example.



1. In your main page search bar, pull up the Physical Items option, and scan in the barcode of the book to bring up the record.



2. Click on the **Ellipses** on the right, and click on the **Items** link on the bottom of the list.

The screenshot shows the 'Physical Item Editor' interface. At the top, there are navigation tabs: Acquisitions, Resources, Discovery, Fulfillment, Admin, and Analytics. The main form is divided into several sections:

- Replacement cost:** 27.95
- Physical condition:** (dropdown menu)
- Process type:** (dropdown menu)
- Receiving operator:** import
- Inventory Information:**
 - Inventory number: (text input)
 - Inventory date: (calendar icon)
 - Inventory price: 27.95
 - Clear Inventory Information: (button)
- Location Information:**
 - Permanent location *: Illinois State Library: Stacks (gen_stacks)
 - Item call number type: (dropdown menu)
 - Source (Subfield 2): (text input)
 - Storage location ID: (text input)
 - Item call number: (text input)
- Temporary Location Information:**
 - Item is in temporary location: No Yes
 - Temporary location: Illinois State Library: Current Interest (current)
 - Temporary call number type: (dropdown menu)
 - Temporary call number: (text input)
 - Temporary source (Subfield 2): (text input)
 - Temporary item policy: (dropdown menu)
 - Due back date: (calendar icon)

3. Scroll down to the bottom of the item record to the **Location Information** and **Temporary Location Information** segments.

This close-up view highlights the 'Location Information' and 'Temporary Location Information' sections. In the 'Location Information' section, the 'Permanent location' dropdown is selected to 'Illinois State Library: Stacks (gen_stacks)'. In the 'Temporary Location Information' section, the 'Item is in temporary location' radio buttons are set to 'No'. The 'Temporary location' dropdown is open, showing a search bar and a list of options. The 'Illinois State Library' option is highlighted with a black box. The 'Temporary call number type' is set to 'Illinois State Library : Current Interest (current)' and the 'Temporary source (Subfield 2)' is set to 'Illinois State Library : Stacks (gen_stacks)'. The 'Temporary item policy' dropdown is also open, showing 'Illinois State Library' and 'Resource Sharing Library' as options.

4. Switch the **Item in Temporary Location** button from **Yes** to **No**. Open up the drop-down list in the **Temporary Location** field, click under the **Illinois State Library** sub-list.

The screenshot displays a web-based form for managing library items. It is divided into two main sections: "Location Information" and "Temporary Location Information".

Location Information:

- Permanent location:** A dropdown menu with "Illinois State Library: Stacks (gen_stacks)" selected and highlighted by a black box.
- Item call number type:** A dropdown menu.
- Source (Subfield 2):** A text input field.
- Storage location ID:** A text input field.
- Item call number:** A text input field.

Temporary Location Information:

- Item is in temporary location:** Radio buttons for "No" (selected) and "Yes".
- Temporary location:** A dropdown menu with "Look-up or select" as the current selection.
- Temporary call number type:** A dropdown menu with "Illinois State Library" selected.
- Temporary source (Subfield 2):** A dropdown menu with a list of options: "Reference IL Doc (ref_il_doc)", "Route 66 Collection (route_66)", "Software Federal Doc (softwarefd)", "Stacks (gen_stacks)", "Standards (standards)", and "Talking Book Service Collection (tbs_coll)". The "Stacks (gen_stacks)" option is highlighted by a black box.
- Temporary item policy:** A dropdown menu.
- Temporary call number:** A text input field.
- Due back date:** A date picker field.

At the bottom right of the form, there is a copyright notice: "© Ex Libris, a ProQuest Company, 2020".

5. Make sure what you choose in the **Temporary Location** matches what is in the **Permanent Location** field. Press **Save** at the top of the screen.
6. Open the book, and erase the **CI and the date** marked in pencil on the due date slip on the inside of the cover. Then, place the book on the corresponding return shelf to be re-shelved by the Stacks Staff.