

Location and Call Number Corrections (LTS Procedure #75)

Scope: *This procedure consists of step-by-step instructions for various Holdings maintenance tasks normally performed by Database Quality Unit (DBQ) staff and students.*

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Date last reviewed: 4/15/2024

Date of next review: April 2025

[Call Number Corrections](#)
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A. Call Number Corrections

To change a call number on a mismarked book, check the explanatory note inserted in the book, then do the following:

1. Update the FOLIO Record:

- Search book by title, call # or barcode.
- Verify that the Instance record matches the book, and that the barcode matches the one on the book,
 - If they do not match, return book to the DBQ unit supervisor.
- If the Instance matches, click on **View Holdings**, then **Actions -->Edit**.
- Make changes to the Call number field as indicated in the note in the book.
- **Save and Close** the Holdings.
- Open the **Item record**. Make sure that the call number and copy numbers match the newly-revised ones from the Holdings record.
- In the Instance record, add an **Administrative note** to reflect post-cataloging maintenance („mc)

2. Update the Book:

- On the inside cover of the book and/or on the reverse side of the title page, change the call number to match the one in the Holdings record, adding or removing copy numbers as appropriate.
- Cross out the call number on the book's label.
- Insert a location flyer in items processed for unit libraries.
- Insert a pink DO NOT COUNT flyer in items for Olin/Uris/Kroch libraries.
- Place book directly on the typing table in the Physical Processing unit.

B. Location Corrections

To change a location on a mis-marked book, check the explanatory note inserted in the book, then do the following:

1. Update the FOLIO Record:

- Search book by title, call # or barcode.
- Verify that the **Instance** record and **barcode in the Item record** match the book. If one or both do not match, return book to DBQ unit supervisor.
- In the **Holdings record**, change the location code in the Permanent location field, as indicated in the note in the book.
- **Save and Close** Holdings.
- In the **Item record**, change the **Permanent Location** field so that it matches the new location in the Holdings record.
- **Save and close** the item record.
- In the **Instance Record** add an **Administrative note** for post-cat maintenance („mc).

2. Update the Book:

- On the inside cover of the book and/or on the reverse side of the title page, change the old location to the new location, using the appropriate [spine label](#) designation.
- Cross out the call number on the book's label.
- Insert a location flyer in items processed for unit libraries.
- Place book directly on the typing table in the Physical Processing unit.

C. Oversize Corrections

To add, remove, or correct an oversize symbol on a mismarked book, check the explanatory note inserted in the book, then do the following:

Update the FOLIO Record:

Search book by title, call # or barcode.

1. Update the Voyager Record

- Verify that the Instance record matches the book. If it does not match, return book to the DBQ unit supervisor.
- Check the dimension(s) of the item in the 300 field and/or measure the book. Consult the [Oversize Chart](#) for appropriate oversize designation (+, ++, +++, #, FLAT, etc.).
- Display the Holdings record.
- Verify that the call number in the Holdings record matches the call number in the book. If it does not, return book to DBQ supervisor.
- Update the call number prefix and/or suffix fields in the Holdings according to the guidelines and examples in the [Oversize Chart](#).
- Save the Holdings record to the database.
- Display the Instance record and click **Actions-->Edit**
- Add an **Administrative Note** for Post-cataloging maintenance („mc)
- Save the Instance record.

2. Update the Book

- On the inside cover of the book and/or on the reverse side of the title page, edit the call number (including the prefix and suffix) according to the examples in the "On Spine" column in the [Oversize Chart](#) .
- Cross out the call number on the book's label.
- Insert a location flyer in items destined for unit libraries.
- Insert a pink DO NOT COUNT flyer in items for Olin/Uriis/Kroch libraries.
- Place book directly on the typing table in Physical Processing to be re-marked.