

Pages that accept a barcode file

Once you've created a file of barcodes, you can perform several tasks with it. You can add the copies or items to a Resource List, update the copies or items, or generate reports on or labels for the copies or items. You can upload a barcode file on the following pages:

Page	Function
Add to Resource List	Add the copies and their titles to a Resource List
Add to Copy Category	Add copies to a Copy Category
Export Titles	Export the copies' title records. There are options to include the scanned copies' information and to delete the records afterwards.
Batch Delete in Update Copies	Upload a batch of copies you're weeding from your collection.
Batch Update in Update Copies	Add a category, or change the call number prefix or circulation type.
Offline (Remote) Circulation	Check in and out offline by scanning patron and copy or item barcodes.
Bibliography	Generate a bibliography report for the titles of the scanned copies. You can limit it to one material type and sort it any of three ways.
Used copy barcode labels	Print replacement barcode labels for the scanned copies.
Spine/Pocket Labels	Print spine/pocket labels for the scanned copies. You can limit by their date added.
Patron Name List	Generate a Patron Name List.
Inventory	Scan the copies or items to account for them in an inventory.

Circulation commands

Check Out %C123H
Check In %C127L
Patron Status %C159E
Reset %C167I

Example of an Offline **Circulation** file:

%C123H	(checkout command code)
15547	(patron barcode)
55478	(copy barcode)
%C123H	(checkout command code)
36	(patron barcode)
154	(copy barcode)
874	(copy barcode)
%C127L	(checkin command code)
55478	(copy barcode)
21447	(copy barcode)
88745	(copy barcode)
62155	(copy barcode)