CHANGING COPY STATUS, LOCATION, OR CONDITION

The **Catalog > Change > Status** feature allows you to change copy status, location, or condition.

CHANGING STATUS/DELETING COPIES

If you would like to batch delete multiple copies, you can change the copy status to Destroy.

1. Go to **Catalog > Change > Status**.
2. Select the change you would like to make:
    2.1. Select Change Status To and use the dropdown menu to select the new status for the copies.
        2.1.1. Check the checkbox for **Delete Items Without Copy** if you are changing the status to **Destroy** and deleting all copies under an item. The item record will be deleted after the copies are destroyed.
        2.1.2. Check the checkbox for **Delete Copies With Outstanding Fines** if you want to delete any copies that have outstanding fines linked to them by using the **Destroy** status. By default, the system does not delete copies with outstanding fines.
    2.2. Select Change Location To and use the dropdown menu to select a new location for the copies.
3. Choose how you would like to locate or enter the copies to be changed:
    3.1. Select **Barcode** to scan or enter in barcodes into the list (press Enter on your keyboard if entering them by hand).
    3.2. Select **Subset** and use the dropdown to view the list of copies in a specific subset.
    3.3. Select **Search By Copy Status** and use the dropdown to view a list of copies which match the specified status.
    3.4. Select **Copy Subset** and use the dropdown to view the list of copies in a specific copy subset.
    3.5. Select **Barcode Range** and enter barcodes into From and To to view copies in a specific number range.
4. Check the checkbox beside the copies to be changed.
5. Click **Visible** or **Invisible** to change whether or not the copies appear in the discovery layer.
6. Click **Apply** to apply the change.